

Sustainable Palm Oil Certification

Stage I Stage II Surveillance Assessment Report

Owner : **MINAMAS Plantation - Sime Darby Group**
 Plantation Name : **PT. Swadaya Andika**
 Nation : Indonesia
 Location : Pamukan Utara Sub District, Kotabaru District,
 South Kalimantan Province

Certificate Code : MUTU-RSPO/XXX
 Date of certificate issued : -
 Date of Certificate expired : -

	Assessment date	Report completion date	PT Mutuagung Lestari Auditors	Checked by	Approved by
ST1	04/04/2011 – 08/04/2011	01/05/2011	Taufik Margani (Lead Auditor), Nanang Mualib (Lead Auditor Witnessed), Muardi Marwas (Auditor), Junser Naibaho (Auditor)	Tony Arifiarachman	Tony Arifiarachman
ST2	06/05/2011 – 11/05/2011	14/12/2011	Nanang Mualib (Lead Auditor), Muardi Marwas (Auditor), I Wayan Sudi Antara (Auditor)	Taufik Margani	Tony Arifiarachman
S1					
S2					
S3					
S4					

Submitted to RSPO	Reviewed by RSPO	Responded by Certification Body	Validated by RSPO
30/09/2011	15/11/2011	20/12/2011	

Mutuagung Lestari • Jl Raya Bogor Km 33,5 No. 19 • Cimanggis • Depok 16953 • Indonesia
 Telephone (+62) (21) 8740202 • Fax (+62) (21) 87740745/6
 Email : agri@mutucertification.com • www.mutucertification.com

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Figure 1. Location Map of PT. Swadaya Andika



Figure 2. Area statement of PT Swadaya Andika

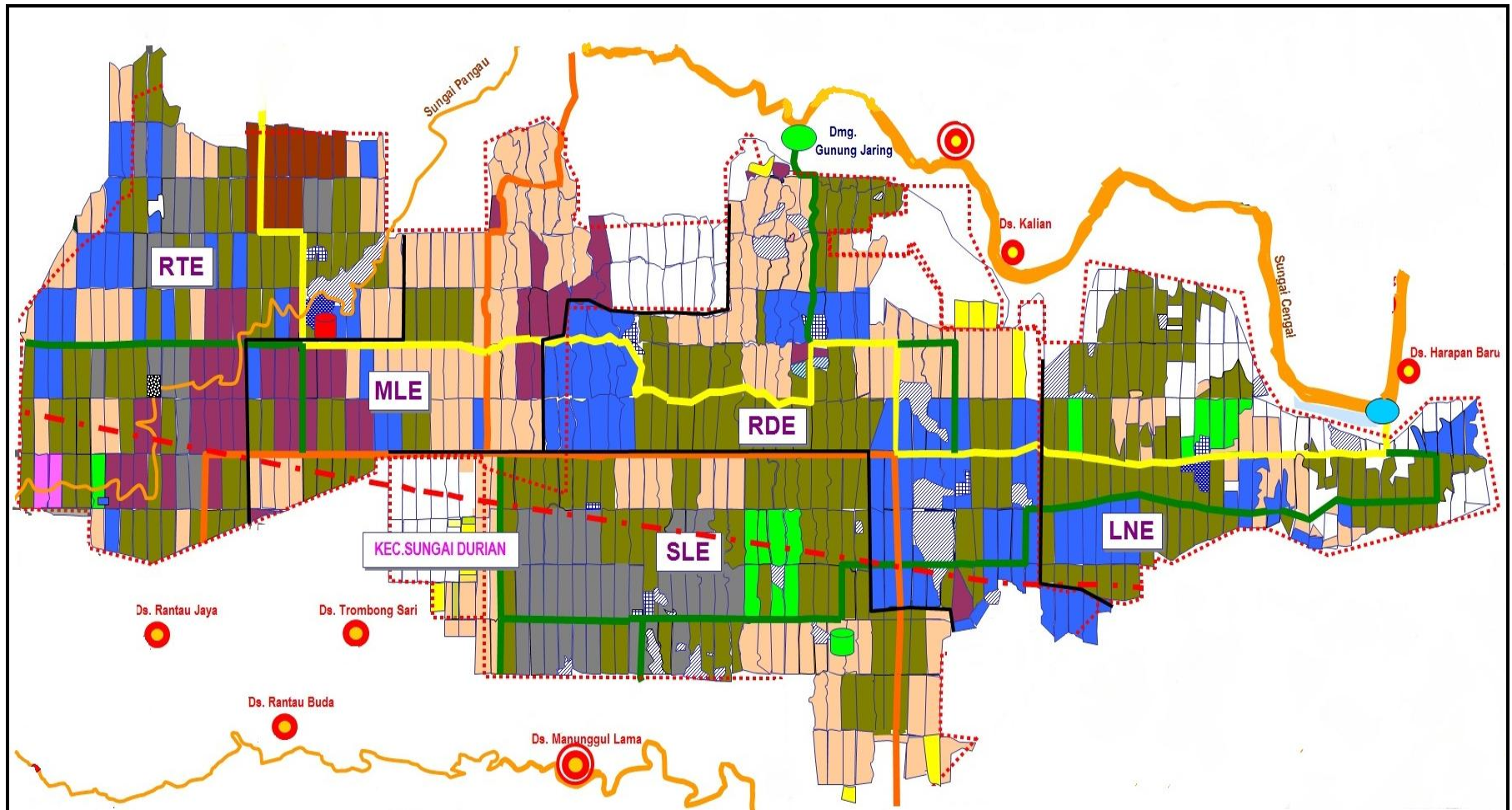
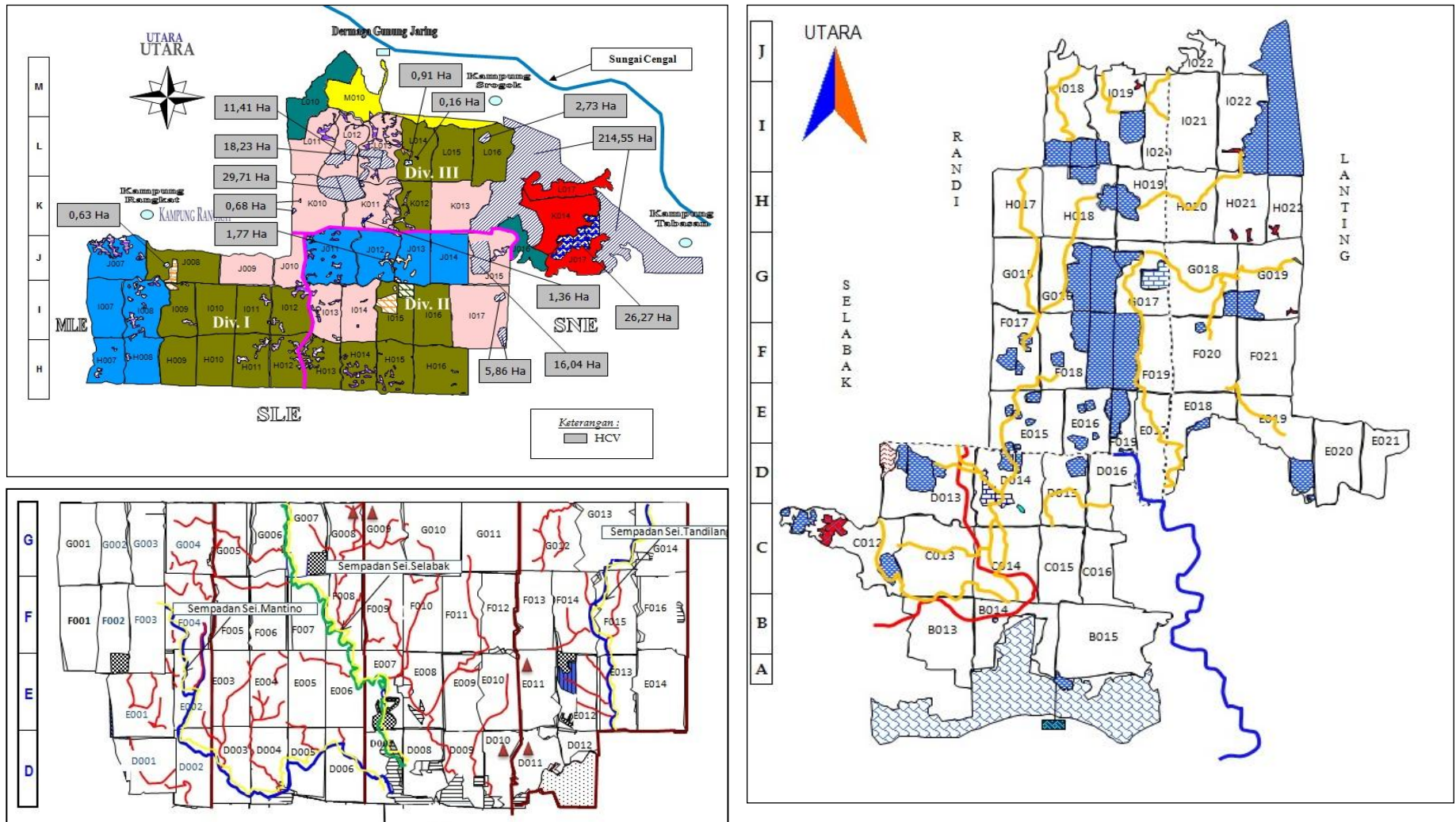


Figure 3. Map of Randi Selabak and Sangkoh Estate



1.0	SCOPE OF CERTIFICATION ASSESSMENT	
1.1	National Interpretation used	National Interpretation, RSPO Principles and Criteria for Sustainable Palm Oil Production, Republic of Indonesia - RSPO INA-NIWG, May 2008 RSPO Supply Chain Certification System, 2009.
1.2	Organizational Information	
1.2.1	Company name	MINAMAS PLANTATION – SIME DARBY Group
1.2.2	Contact person	Mohamad Pirabaharan
1.2.3	Address	The Plaza Officer Tower. 36 th Floor Jl. M.H Thamrin Kav 28-30 Jakarta Pusat 10350.
1.2.4	Telephone	+6221 – 29926000
1.2.5	Fax	+6221 – 29922686
1.2.6	E-mail	Mohamad.pirabaharan@simedarby.com
1.2.7	Website	www.simedarby.com
1.2.8	Type of enterprise	Private
1.2.9	Application information completed by representative management	Mohamad Pirabaharan
1.2.10	RSPO member registration	September 8, 2004
1.2.11	Number of Employees	PT. Swadaya Andika : 1,596 people Lanting Estate: 461 people
1.2.12	Local Contractors	35
		*Data of May 2011
1.3	Assessment Type	
1.3.1	Scope of assessment	Mill and Estate
1.3.2	Certification Type	Single
1.3.3	Name of company covered by the certificate	PT. Swadaya Andika PT. Langgeng Muara Makmur (Lanting Estate)
1.3.4	Number of management units	1 (unit) mill namely Selabak Mill which has FFB source from 4 (four) estates namely Selabak Estate, Randi Estate, Sangkoh Estate, and Lanting Estate.

1.4	Location of the estate, mill and hectare statement					
1.4.1	Location of the estate					
	Estate's Name	Location	GPS Coordinate		Planting Area (Ha)	FFB Production (tonnes/year)
			Latitude (S)	Longitude (E)		
	Randi Estate	Manunggal Lama Village/ Sungai Durian Sub District/ Kotabaru District/ South Kalimantan Province	2°31'20" - 2°24'28"	116°09'35" - 116°13'31"	3,190.73	38,194.43
	Selabak Estate	Selabak Village / Sungai Durian Sub District / Kotabaru District / South Kalimantan Province	2°30'07" - 2°27'46"	116°08'08" - 116°13'06"	3,757.65	47,674.64
	Sangkoh Estate	Manunggal Lama Village/ Sungai Durian Sub District/ Kotabaru District/ South Kalimantan Province	2°31'20" - 2°26'17"	116°12'19" - 116°15'58"	3,482.59	36,527.03
	Lanting Estate	Harapan Baru Village/ Pamukan Utara Sub District/ Kotabaru District/ South Kalimantan Province	2°29'26" - 2°26'09"	116°15'09" - 116°20'25"	3,249.26	38,952.90
1.4.2	Mill Location					
	Mill's Name	Location	GPS Coordinate			
			Latitude	Longitude		
	Selabak Mill	Selabak Village / Sungai Durian Sub District / Kotabaru District / South Kalimantan Province	2° 29' 86" S	116° 12' 23" E		
1.4.3	Map	Picture 1				
1.4.4	Village/Sub district/District/Province	Manunggal Lama Village; Selabak Village; Manunggal Lama Village; Harapan Baru Village Sungai Durian Sub District; Pamukan Utara Sub District Kotabaru District. South Kalimantan Province.				
1.4.5	Country	Indonesia				
1.4.6	Region	Southeast Asia				
1.4.7	Land Tenure					
	Private	- Ha				
	State	13,680.23 Ha				
	Community	- Ha				
1.5	Description of Land Use	PT. SAA	Lanting estate			
1.5.1	Total area	10,430.97*	3,249.26**			
1.5.2	Mature Area	8,147.23	2,593.61			
1.5.3	Immature Area	427.78	164.55			

1.5.4	Nurseries	4.94	-
1.5.5	Mill	14.24	-
1.5.6	Bulking	10.02	-
1.5.7	Emplacement	151.03	50.91
1.5.8	Occupation	879.48	157.54
1.5.9	Road and Bridge	366.51	87.80
1.5.10	Hill, River and Valley	210.73	68.65
1.5.11	HCV	219	-
1.5.12	Reserved area	-	120.67
1.5.12	Others	-	5.53
		* Based on Land Use Right Certificate 15 year 1997; Land Use Right 32 year 2002; Land Use Right 33 Year 2002 (10,361.18) and Building Use Right of Dock 6.84 ha Non-Land Use Right Area: 62.96 ha ** Based on Land Use Right 133 Year 1997.	
1.5.12	Product Categories:	Fresh Fruit Bunch, Crude Palm Oil, Palm Kernel	
15.13	Actual Yield 2010/2011	22.14	Ton/ha/year
1.5.14	FFB Production 2010/2011	237,846	Tonnes/year
1.6	Planting Year and Cycle		
1.6.1	Age profile of planted oil palms		
	Planting Year	Area (Hectares)	
		PT. SAA	Lanting
	1994	1,023.29	-
	1995	184.22	-
	1996	2,543.20	1,716.67
	1997	1,686.22	417.00
	1998	1,917.49	399.08
	1999	43.12	-
	2000	423.07	-
	2001	124.04	
	2006	202.59	60.86
	2007	270.15	-
	2008	157.63	-
	2009	-	54.49
	2010	-	110.06
	Total	8,575.01	2,758.16
		Average age of planting	
			13
1.6.2	Planting area after year 2005	PT. SAA : 630.37 ha Lanting estate : 225.41 ha	
1.6.3	Cycle	7-10 Days	
1.7	Approximate tonnage certified		

	FFB received Mill		134,804	Tonnes/Year*	
	Crude Palm Oil		29,724	Tonnes/Year	
	Palm Kernel		6,626	Tonnes/Year	
	OER		22.04	%	
	KER		4.91	%	
		Note: Not all FFB from the estate was processed in Selabak Mill			
1.8	Other certifications held				
1.8.1	ISO 9001:2008/ISO 14001: 2004	-			
1.8.2	OHSAS 18001:2007	-			
1.8.3	HACCP	-			
1.8.4	Others	-			
1.9	Time Bound Plan for Other Management Units				
1.9.1	Time bound plan for other management units of SIME DARBY Plantation Sdn Bhd.				
	SIME DARBY Plantation Sdn Bhd has committed to make time bound plan for all the other management units in implementing the P&C standard or to obtain the RSPO certificate. The auditor team had put this plan into consideration in accordance with the RSPO Certification System for Partial Certification. The development and follow up of the plan will be verified and reported in the routine annual visits.				
	Certification Status	Number of Strategic Operating Units (SOUs)		Remark/Details	
		Malaysia	Indonesia		
	Certified	33	12	43 Mills in Malaysia and Indonesia has been certified until 1 November 2011	
	EB Review	6	5	Reviewed by Executive Board RSPO	
	Audited	0	5	External Audit done in July 2011	
	Total SOUs	39	22		
1.9.2	Time bound plan for other management units of Minamas Plantation Indonesia.				
No	Company	Location	Total Area (ha)	Plan	Status
1	PT Indotruba Tengah	Seruyan Tengah District and Kotawaringin Barat District – Central Kalimantan.	7,734.60	2009	Certified 2010
2	PT Tunggal Mitra Plantation	Rokan Hilir District – Riau	13,836	2009	Certified 2010
3	PT Aneka Inti Persada	Pekanbaru and Siak District – Riau	11,134	2010	Certified 2011
4	PT Bina Sains Cemerlang	Musi Rawas District – South Sumatera	6,821	2010	Audited 2010
5	PT Kridatama Lancar	Seruyan and Kotawaringin Timur District – Central Kalimantan	14,779.92	2010	Certified 2011
6	PT Teguh Sempurna	Seruyan District and Kotawaringin Timur District – Central Kalimantan	16,601.66	2010	Certified 2011
7	PT Lahan Tani Sakti	Rokan Hilir District – Riau	3,759.02	2010	Certified 2011
8	PT Bhumireksa Nusa Sejati	Indra Giri Hilir District – Riau	25,662	2010	Audited 2011

9	PT Sajang Heulang	Tanah Bambu District – South Kalimantan	7,794	2010	Certified 2011
10	PT Ladangrumpun Suburabadi	Tanah Bambu District – South Kalimantan	6,077	2010	Certified 2011
11	PT Bersama Sejahtera Sakti	Kotabaru District – South Kalimantan	12,704.54	2010	Certified 2011
12	PT Bahari Gembira Ria	Muaro Jambi District – Jambi	1,202.04	2011	Audited 2011
13	PT Langeng Muaramakmur	Kotabaru District – South Selatan	16,361.77	2011	Audited 2011
14	PT Paripurna Swakarsa	Kotabaru District – South Kalimantan	14,892	2011	Audited 2011
15	PT Laguna Mandiri	Kotabaru District – South Kalimantan	15,299.80	2011	Certified 2011
16	PT Tamaco Graha Krida	Morowali District – Central Sulawesi	4,145	2011	Audited 2011
17	PT Sandika Natapalma	Ketapang District – West Kalimantan	8,406.21	2011	Audited 2011
18	PT Budidaya Agrolestari Other Area Under developed	Ketapang District – West Kalimantan	1,002.21	2011	Audited 2011
19	PT Mitra Austral Sejahtera	Sanggau District – West Kalimantan	8,741.29	2011	Audited 2011
20	PT Guthrie Pecconina Indonesia	Musi Banyuasin District – South Sumatera	10,139.91	2011	Audited 2011
21	PT Perusahaan Sri Kuala	Aceh Tamiang District and Aceh Timur District – Aceh	1,128.90	2011	Audited in 2011

2.0	ASSESSMENT PROCESS
2.1	Certification Body
	PT Mutuagung Lestari
	Jl. Raya Bogor Km 33,5 No. 19 Cimanggis - Depok 16953 Indonesia
	Phone. +62-21-8740202
	Fax +62-21-87740745/46
	<u>Website: www.mutucertification.com</u>
	Email: agri@mutucertification.com
2.2	Lead Auditor and Auditor Team
2.2.1	Assessment Team
ST1	Assessment Team consisted of:
	<p>1. Taufik Margani (Lead auditor). Bachelor of Forestry majoring in Forest Management. Specialists in Environmental sector. He has led several audits for Sustainable Forest Management in Indonesia (under the scheme of LEI-Lembaga Ekolabel Indonesia and FSC-Forest Stewardship Council) and Lead Auditor for FSC Track of Custody. Other experiences: He is a registered IRCA Lead auditor for Environmental Management System and Quality Management System. Since 1999, he has worked for an independent certification agency and has conducted a number of Audits of Environmental Management System, Quality Management System, and RSPO in Malaysia and Indonesia. Currently he works as a General Manager of System Certification Management. In Pre-Assessment activity, he conducted the assessment on legal and environmental aspects.</p>
	<p>2. Nanang Mualib (Lead Auditor Witnessed). A bachelor of Forestry, Department of Forestry Technology, Faculty of Forestry, Bogor Agricultural University. He has a working experience in the forest concession company (HPH) from year 2000 to 2004 as technical assistant in the implementation of Sustainable Forest Management program, a collaboration between the Faculty of Forestry at Bogor Agricultral University and WWF-Indonesia since December 2006 to present. Professional experiences include: Social studies of HCVF in monitoring of the implementation of Sustainable Forest Management, involved in the identification of HCV in three oil palm plantation companies in Indonesia. Currently he works as a professional consultant and assessor of HCV. In the current Stage-1 activity he conducted the assessment on the aspects of social, legal, and labor.</p>
	<p>3. Muardi Marwas (Auditor). A bachelor of Agricultural Science, Department of Agronomy and Horticulture, Faculty of Agriculture, Bogor Agricultural University. He has conducted Roundtable Sustainable Palm Oil (RSPO) Certification assessment in Indonesia several times. Currently, he works at one of the independent certification</p>

	agencies. He has followed RSPO Lead Auditor and Weakness Distribution Quality Management Process (DQMP) APMEA training. In the current activity he conducted the assessment on aspects cultivation, Occupational Health and Safety (OHS) Management System.
	4. Junser Naibaho (Auditor). A Bachelor of Forestry and A Master of Environmental Science. He has working experiences in forestry sector for 15 years and has worked as Plantation Manager at Pacific Fiber Group for three years. Certificates and training attended: EIA Certificate A and B, the National Training on Capacity Building to Address Climate Change and its Adverse Effects, 2001, Training of Trainers for the Application of the ITTO and National Criteria and Indicator for Sustainable Forest Management at Forest Management Unit Level 2001, ISO 14001:2004, the 1st winner SGS Indonesia Quality Network Conference in Jakarta in 2008 and RSPO Lead Auditor Training year 2010. In this activity, he conducted an assessment of environmental aspect.
ST2	The assessment team consisted of:
	<ol style="list-style-type: none"> 1. Nanang Kualib (Lead Auditor). 2. Muardi Marwas (Auditor). 3. I Wayan Sudi Antara (Auditor). A bachelor of Agricultural Engineering, majoring in Agricultural Mechanization, Faculty of Agricultural Technology, Bogor Agricultural University. He has experienced in preparation of EIA since 1990, has been involved as a field auditor of Sustainable Forest Management performance appraisal for both the scheme of Lembaga Ekolabel Indonesia/LEI (since 1997) and the scheme of Ministry of Forestry (since 2002). Currently he works as a professional consultant and Forestry auditor. In Stage-2 activity he conducted an assessment on the environmental aspect.
S1	
S2	
S3	
S4	
2.3	Assessment Methodology, Progress, and Field Visitation
2.3.1	Date of Assessment
ST1	Stage 1 was conducted from April 04 to April 08, 2011.
ST2	Stage 2 was conducted from June 06 to June 10 2011.
S1	
S2	
S3	
S4	

2.3.2	Estimation of person days for the assessment implementation
ST1	Assessment implementation of Stage-1 : 20 person days
ST2	Assessment implementation of Stage-2 : 15 person days
S1	
S2	
S3	
S4	
2.3.3	Detailed Implementation of Assessment
ST1	<p>Stage-1 Activity aimed to measure the readiness of the organization in implementing principle of National Interpretation requirement and Roundtable Sustainable Palm Oil standard (INA-NIWG RSPO), personal understanding related to the implementation of RSPO standards, site condition, the process approach to the aspects of certification, identifying stakeholders, to evaluate the internal audit and management in planning and performance to the implementation of RSPO, and to see the organization's readiness in order to prepare Stage – 2.</p> <p>The method of this assessment implementation was conducted in three ways: 1. Document Review, aimed to assess the adequacy of company's documents. 2. Site Visitation, aimed to assess the adequacy of implementation of activities in the site. 3. Interviews. Aimed to to obtain more detailed information and crosscheck. The auditors were divided into 3 teams namely legal and social (company's legal documents, social management, and labor), Best Management Practices (occupational safety and health, mill and estate cultivation techniques) and environment (environmental management).</p> <p>Some referrals for improvement of Stage-1 results were conveyed to PT. SAA management and the results would be the verification material for the main assessment stage (Stage-2). All information obtained was recorded in Check List of MAL auditor and became the main annex of Assessment Report. The detailed assessment process is as follows:</p> <p>April 4, 2011. The team conducted a travel from Jakarta to the site.</p> <p>April 5, 2011. <i>Opening Meeting</i> was held at RSPO Selabak Estate (SLE) Secretariat Room, attended by E.S Sembiring (LNE Senior Manager), M. Nurhadiyat (RDE estate Manager), Dzulkarnaen (SNE Manager), Paruhum Tampubolon (SLE Manager), M. Jauhari (Bulking Manager), Sahnan Harahap (LNE Head of Administration), Hairul Saleh (Plantation Sustainable Quality Management Assisstant), M. Fuad (RDE Head of Section), M. Rusman Sulaeman (PSQM Assisstant), Leo Kiding (SLF Head of Section), Poltak Nainggolan (Mill Manager) and several other related personnels. Then it was followed with review of legal, environmental and estate operational technique documents.</p>

	<p>April 6, 2011. The team conducted a document review. Auditors focused on reviewing the aspect of company legality, social management, environmental management, estate cultivation technique, Occupational Health and Safety (OHS) System both at mill and estate. In the evening, the team conducted a meeting to define the location will be visited in the next day. The result of the meeting was submitted to the management unit (PT. SAA).</p> <p>April 7, 2011. Site visitation. The Auditors was divided into 3 teams to conduct site visitation to the surrounding village near the company, mill and estate according to the prepared plan. Hereafter the site visitation result was clarified to the management unit (PT. SAA).</p> <p>April 8, 2011. Closing meeting was held at RSPO Selabak estate Secretariate Office, attended by E.S Sembiring (LNE Senior Manager), M. Nurhadiyat (RDE estate Manager), Dzulkarnaen (SNE Manager), Paruhum Tampubolon (SLE Manager), M. Jauhari (Bulking Manager), Sahnun Harahap (LNE Head of Section), M. Fuad (RDE Head of Section), M. Rusman Sulaeman (Plantation Sustainable Quality Management Assisstant), Leo Kiding (SLF Head of Section), Poltak Nainggolan (Mill Manager), Bista (Senior assistant) and some other related staffs. In the afternoon, the team travelled to PT. Laguna Mandiri.</p>
<p>ST2</p>	<p>Stage-2 activity aimed to measure the efforts that had conducted by the company to implement requirements of National Interpretation of Principles and Standards of Roundtable Sustainable Palm Oil (INA- NIWG), RSPO, May 2008, both in aspect of document completeness and its implementation on site.</p> <p>The assessment method was conducted in four ways: 1. Document Review, aimed to assess the adequacy of company's documents. 2. Site visitation, aimed to assess the adequacy of the document review result with RSPO standard implementation on site 3. Interview, aimed to obtain more specific information and verification. 4. Public Consultitation by inviting related stakeholders so the team obtain positive and neagetive issues/informations regarding PT. SAA management. Auditors were divided into 3 teams namely; Legal and Social team reviewing the aspect of licensing, social management, land claims, compensation process, and labor. Cultivation technique team assess the techniques of mill and estate management, health and safety. Environmental team assessed the aspect of licensing and waste management. During this stage-2 assessment, the assessment result obtained at Stage 1 became verification material to see how far the improvements were already made by the company. All information obtained was recorded and submitted to the management in teh form of full report. More detailed assessment activities are as follows:</p> <p>May 30, 2011. The team travelled to PT. SAA and PT LMI</p> <p>May 31, 2011. Public consultation was held at two places in the same time. Public consultation between auditors and government agencies which are representatives from Kotabaru District Plantation agency, Environmental agency and National Land Affairs Agency was held at Hotel Kartika. Mean while, the public hearing was also held at Long house of PT. SAA Selabak estate which was attended by community leaders, villagers, head of village and Head of Sub District.</p>

June 6, 2011. The Opening Meeting was held at RSPO Selabak Estate Secretariate room, attended by Calim Sukmanto (ad interim General Manager of Sungai Durian area), M. Nurhadiyat (Randi estate Manager), E.S. Sembiring (Lanting estate Manager), Dani Ikhsan (PSQM Banjarmasin Assistant), M. Rusman Sulaeman (PSQM Assistant), Alpendi (PSD Banjarmasin Staff), Diar H.D (ESH Manager), Leo (JSLF Head of Administration), Suhartopo (Senior Assisstant), Achmad Jauhari (Staff), and several other related staffs. The result of public consultation between the auditors and community and government agencies became verification material and was submitted to the company. Afterward, the auditors reviewed the document related to the aspects of company legality, environmental and plantation cultivation technique.

June 7, 2011. The team continued to review the document. The auditors reviewed the documents regarding the environmental aspects including the scope of the liquid and solid waste management, land conflicts, and HCV; plantation cultivation technique included the effort of integrated pest management, reducing the use of pesticides, wages system, labor; Occupational Health and Safety Management System.

June 8, 2011. Site visitation. The auditors were divided into 3 teams namely **Team 1** visited to the village surrounding the company; **Team 2** made a visit to verify the issue of company's waste management; **Team 3** conducted interviews with spray workers and harvest workers, verification of slope land management and land clearing without burning.

June 9, 2011. The Auditors conducted mill documents review and suply chain certification mechanisms.

June 10, 2011. Closing meeting was held in selabak estate RSPO Secretariat Room, attended by Calim Sukmanto (ad interim General Manager of Sungai Durian area), Dzulkarnaen (Sangkoh estate Manager), M. Nurhadiyat (Randi Estate Manager), E. S Sembiring (Lanting estate Manager), Dani Ikhsan (PSQM Banjarmasin Assistant), M. Rusman Sulaeman (PSQM Assistant), Alpendi (PSD Banjarmasin Staff), Diar HD (ESH Manager), Leo (SLF Head of administration), Suhartopo (Senior Assistant), Achmad Jauhari (Staff), and several other related personnels. Stage-2 assessment results indicated that PT SAA management unit has made various efforts of the fulfillment of the RSPO requirements, in May 2008 so that the auditors recommend that the company to obtain the RSPO certification. Some of the findings that arose during the assessment was submitted to the management. The Auditors then travelled back to Balikpapan.

June 11, 2011. Travelled back to Jakarta

S1

S2

S3

S4	
2.3.4	Sample Locations of Assessment
ST1	<p>Location 1. Block D 01 and B 01 Lanting Estate; verification of Land Use Right boundary poles maintenance.</p> <p>Location 2. Tabasan Village, Bakau Village; Interview with Head of Village and community leaders on company SOP socialization, HCV existence, protected flora and fauna species, company aid, implementation of submitting complaints and development of plasma estate.</p> <p>Location 3. Randi Estate. Verification on Education facility, housing for employees, light fire extinguishers, child care, drinking water and other employees facilities.</p> <p>Location 4. BSS House at Block C12 Lanting Estate. The effort to reduce pesticide solution pollution directly to the environment</p> <p>Location 5. Lanting Estate Workshop. Observing the diesel fuel tank, Hazardous waste storage, light fire extinguishers, and Hazardous material warehouse.</p> <p>Location 6. Randi Estate Clinic. Interview with Dwi (nurse) concerning the periodic employee medical screening program and clinic waste management.</p> <p>Location 7. Blok F020 Sangkoh Estate. Observing the harvest activities. Interview with Mr. Saefullah (42 years old, harvest workers) concerning the OHS implementation namely the use of gloves and safety helmet, wages system according to regional minimum wages (UMR), bonus, the use of working tools; <i>egrek</i>, <i>angkong</i>, and connecting valve.</p> <p>Location 8. Lanting Estate. Observing the spraying activities. Interview with Nurhasanah (45 years old, sprayer) concerning the OHS implementation, wages system, bonus, verification the policy to prohibit spraying the riparian area, sexual harassment policy socialization, and periodic medical screening.</p> <p>Location 9. POM Selabak. Verification of OHS implementation, monitoring the fire extinguishers, handling of hazardous material produced by the mill.</p>
ST2	<p>Assessment sample locations were determined based on the results of the review of company documents and issues arising during public consultations. Sample locations of assessment are as follows:</p> <p>Location 1. Blok H012. The result of document review explained that the pest control is conducted biologically by planting <i>beneficial plant</i>. The Auditors observed the planting of <i>Turnera subulata</i> as long as 550 m on the main road at Blok H012.</p> <p>Location 2. Randi estate. The Auditors observe the location of land clearing for housing complex. The results of the visit indicated there was no burning in these activities.</p> <p>Location 3. Randi estate. Interviews with Wawan (39 years old, harvest workers) regarding the wages system</p>

	<p>and OHS implementation. The organization has provided shoes, safety helmets and adequate working tools. Wages earned by employee is already in accordance with government regulations. The wages received by employee consists of minimum wage, rice benefits and bonus.</p> <p>Location 4. Blok J23 Randi estate. Interviews with Endang, Sukir (spray workers) on the use of PPE, periodic medical screening, the implementation of the policy of prohibition for pregnant and lactating women to work as sprayer. Verification results show that the company provide adequate masks, Avron, safety shoes, gloves and helmets to prevent contamination of chemicals into the skin.</p> <p>Location 5. Selabak estate. Interview with Aslikah (28 years old). Askiah is a pregnant employee who was moved from spraying activity to manual maintenance activity.</p> <p>Location 6. Blok K 27-29. The auditors verified the presence of HCV sign board, marking the buffer zone boundary poles at the oil palm stakes and the planting of wood trees.</p> <p>Location 7. Sangkoh and Manunggal Lama Village. Interview with village officials about the process of land compensation, CSR programs realization, socialization of SOP and environmental issues that arise from the community.</p> <p>Location 8. Randi Estate. Interviews with board of gender committee related to company's policy socialization towards the protection of female workers' rights.</p> <p>Location 9. Big poles No. 1, 2,3,4,5 in Randi estate. Verification between Land Use Rights boundaries pole with the land owned by the community.</p> <p>Location 10. Big poles No. 1, 2,9,12 in Lanting estate. Verification between Land Use Rights boundaries with the land owned by the community.</p> <p>Location 11. Selabak mill emplacement. Verification of employees' housing facilities and training of the use of fire extinguishers.</p>
S1	
S2	
S3	
S4	
2.4	Public consultation and List of contacted stakeholders
2.4.1	Summary of Public Consultation Process.
	<p>Public consultations were held in two (2) places;</p> <p>a. In the estate, it aimed to obtain information from the Community Leaders, Heads of village, heads of Sub-district and tribe chiefs surrounding the working area of PT LMI, it was held in Selabak Estate hall (PT Swadaya Andika). The event was held on May 31, 2011 at 09:30 WITA and was attended by 40 people consisting of Bureaucrats (Heads of Sub-district, Police Station of Sub-district, Military Commands (<i>Koramil</i>),</p>

	<p>Heads of Villages), Tribe Chiefs, Community Leaders, Village Unit Cooperative Bina Karya Swadaya, suppliers and Banking companies. The event began with the introduction of PT Mutuagung Lestari Auditor Team, a brief description of RSPO certification and was continued with the feedback from public participants.</p> <p>b. In Pulau Laut district, it aimed to obtain information from the District Government Agencies, was held at Hotel Kartika. The event was held on May 31, 2011 at 10:00 WITA. After that, the auditors visited the Forestry Agency and the District Land Affairs Agency.</p>
2.4.2	List of Contacted Stakeholders
	See Annex 5.
2.4.3	Summary of arising issues from public consultation
	See 3.3.
2.5	The determining of next visitation
	The next visitation would be determined after the report is reviewed by RSPO Secretariat in Malaysia and/or a year after the certificate is published.

3.0 Assessment Findings

3.1 Summary of Non-conformance, Corective Action, and Observation in Stage 1

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
2011.01	2.1.1	The company has formed an Advisory Committee of Occupational Health and Safety organization for the estate and mill. However, there is still no evidence found that the Advisory Committee of Occupational Health and Safety of Selabak POM has been registered to the Labor and Transmigration Agency of Kotabaru District.	NC	RSPO Secretariat Office of Salabak Estate	The company has to form an Advisory Committee of Occupational Health and Safety organization and has to register it to the related agencies (Compliance towards Act No 1 Year 1970 regarding Occupational Safety).	Before Stage-2	PT. SAA (SLF) has applied to the Social, Labor, and Transmigration Agency with Letter No 150/SLF-Depnaker/IV/2011 dated April 11, 2011 and has obtained validation of Advisory Committee of Occupational Health and Safety members with Social, Labor, and Transmigration Agency Head Decree of Kotabaru District No. KEP097/P2K3/Disosnakertrans dated May 27, 2011 regarding the Validation of Advisory Committee of Occupational Health and Safety of PT Swadaya Andika Selabak POM.	Closed	June 6, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
2011.02	2.2.2	The company has not composed a periodical boundary poles maintenance plan. Based on the field inspection on Blocks D01 and B01 of Lanting Estate (boundary between the Land use rights of PT SAA and PT LMR), it was found there was not enough evidence showing that the Land Use Rights boundary poles were maintained properly.	NC	RSPO Secretariat Office of Salabak Estate and Blocks B01, D01 (boundary between the Land use rights of PT SAA and PT LMR).	The company has to compose a periodical Land use rights boundary poles maintenance plan and has to realize the maintenance according to the plan.	Before Stage-2	<p>The company has composed Land use rights Poles Maintenance Program Year 2011 dated May 9, 2011 with activities covering:</p> <ul style="list-style-type: none"> a. Land use rights Poles Inventory. b. Missing and broken poles repair in coordination with the National Land Agency. c. Land use rights Poles maintenance. d. Poles Maintenance Program monitoring. <p>The company has not given enough evidence of making an inventory of all kinds of Land use rights poles (the small boundary poles inventory was not yet conducted at Selabak Estate and Sangkoh Estate).</p> <p>The company has not given enough</p>	Open, category Minor	

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							evidence of conducting maintenance towards all the Land use rights poles, including repainting, Land use rights poles site cleaning, or replacing missing Land use rights poles.		
2011.03	4.4.1	The company has not been consistent on policy regarding the Buffer Zone. For example, chemical application was still conducted in 50 m range of the Randi river, and there was no implementation of reestablishing the protective function of the entire riparian area stated as the HCV 1 area.	NC	Buffer zone location of Randi river	The company has to consistently maintain the buffer zone agreed upon and written on the SOP, which is a 50 m radius of the river. The land planted upon bordering with the buffer zone should be maintained manually. The Memorandum of Head Plantation Office - HPO No. POD-UM-038/II/2011 dated February 11, 2011 has to be	Before Stage-2	The water stream and wetlands preservation activities, which includes protecting and maintaining the riparian area, consists of: 1. Compose a HCV Management Plan Program for PT Swadaya Andika. 2. Compose a Buffer Zone Management SOP (024/SAA-PBZ/10). A Work Instruction of No Chemical Application at the Buffer Zone was issued to ensure there are no	Closed	June 8, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
					reevaluated.		<p>chemical application at the riparian area. Chemical monitoring is conducted at the buffer zone one week after spraying and one day after fertilizing. If chemical application is detected at the buffer zone, manual cleaning (spraying) will be carried out and the chemicals will be collected and applied to trees outside the buffer zone. Moreover, before the chemical application activity, a safety briefing is always carried out.</p> <p>3. Installing signboards and riparian boundaries in form of yellow paint.</p> <p>4. Planting wood trees on the HCV area.</p> <p>5. Implementing preservation</p>		

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							<p>activities:</p> <ul style="list-style-type: none"> - Based on the training minutes records study of the SNE spraying and fertilizing team, the training implementation has been carried out since May 5, 2011; Based on the chemical monitoring records at the buffer zone (E32, E33, F32, D33) of SNE, there was not found any chemical application in the plants located on the buffer zone. - Based on the wood plant planting monitoring of HCV area (Buffer Zone) Year 2011, the planting has been carried out since April 2011. <p>6. RSPO, HCV, and Buffer Zone</p>		

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							Socialization at SLE on May 29, 2011 was carried out for the Assistants and Staffs.		
2011.04	4.5.2	The company has conducted monitoring towards the Integrated Pest Management. However, there was not enough evidence of training for Integrated Pest Management employees/foremen.	NC	RSPO Secretariat Office	The company has to provide training for Integrated Pest Management employees/foremen.	Before Stage-2	The organization has conducted Integrated Pest Management training from the Crop Protection MRC (Minamas Research Centre).	Closed	June 6, 2011
2011.05	4.6.4	There are available documents of the Control Mechanism of Hazardous Waste and Non-Hazardous Waste, both at the estate and the mill (RSPO/5.3/PLB&BB3) by reducing, reusing, and delivering waste to waste collectors (third party). However, there were still pesticide packaging, used oil, used battery, and waste from the clinic stored at an unlicensed place and their retention time has exceeded the maximum retention time of 90 days.	NC	Lanting Estate Storage Room	The stipulation of retention time and hazardous waste storage location has to comply with the Government Regulation No. 18 Year 1999.	Before Stage-2	The company has presented the license of temporary storage limited for the Selabak POM. In reality, there is a hazardous waste storage room at the Sangkoh Estate Warehouse. Therefore, communication has to carried out with the related agencies (regional Environmental Affairs Agency). The company has applied for hazardous waste storage room construction license for Selabak mill with the capacity	Open, category CFA	

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							of 24,000 litres to store hazardous waste coming from the work units under the management of PT. SAA.		
2011.06	4.7.4	The health screening program for mill workers is not complying with the Policy Procedure No. 053/SAA-KBK/10, which regulates that the health screening is done at the minimum of once in every 12 months.	CFA	RSPO Secretariat Office of Salabak Estate	The company should review the periodical medical screening program for employees, both at the estate and at the mill.	Before Stage-2	The medical screening program for all PT. SAA employee, both at the estate or at the mill, has been revised complying to the Procedure 053/SAA-KBK/10. The doctor has applied for an addition of laboratorium equipment in order to give a better and faster medical screening in the future.	Closed	June 7, 2011
2011.07	4.7.10	There is an available document of Periodical Occupational Accident Evaluation Results and the responses action taken to ensure the same type of accident would never happen again. However, the response action taken has not been based on the main cause of the accident.	CFA	RSPO Secretariat Office in Salabak Estate	The company should reevaluate the analysis and evaluation of occupational accident periodically based on the main cause of the accident.	Before Stage-2	The company has documents of analysis and evaluation for occupational accident at every estate and mill.	Closed	June 7, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
2011.08	4.8.3	The company has not had procedures related with local contractor recruitment and the evaluation of contract execution.	NC	RSPO Secretariat Office of Salabak Estate	The company has to provide procedures related with local contractor recruitment and the evaluation of contract execution.	Before Stage-2	The company has composed Contractor Recruitment Procedure No. 051/RKL-SAA/10 dated April 18, 2011. The contract evaluation is written in the CEM/BAPP (Contract Evaluation Minutes/Berita Acara Pemeriksaan Pekerjaan).	Closed	June 8, 2011
2011.09	5.3.3	The company has a hazardous waste storing license No. 188.45/126/KUM/2011. However, the scope of the storing license is only for used oil and used battery, not including other hazardous waste, such as: pesticide packaging and cotton waste. Therefore, the license should be reevaluated.	NC	RSPO Secretariat Office of Salabak Estate	The company has to reevaluate the hazardous waste storing license No. 188.45/126/KUM/2011 so that it is conforming with the kinds of waste produced by both the estate and the mill.	Before Stage-2	There are no changes in the hazardous waste storing license No. 188.45/126/KUM/2011.	Open, category Minor	
2011.10	5.2.2 5.2.3 5.2.4	The company has partially conducted efforts to preserve rare, endangered, or near-extinct species by monitoring the area and installing signboard at the HCV locations. However, not all HCV locations	CFA	Blok 27 – 29 RDE	The company is advised to install signboards at all locations identified as HCV area and to socialize the existence of the kinds	Before Stage-2	1. Signboard installation has been conducted at strategic (easily accessed and seen) locations. 2. Socialization of RSPO, HCV, and Buffer Zone at SLE on May 29,	Closed	June 8, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		are given signboard, such as the HCV Location 1.3 Blocks K27 – K29 RDE, and there was no socialization done, both to employees and to the surrounding community.			of protected flora and to employees and community.		<p>2011 for Assistants and Staff.</p> <p>3. Socializations of Buffer Zone at SLE (June 4, 2011); SNE (March 15, 2011); LNE (March 29, 2011); and RDE (March 30, 2011) for spraying workers, fertilizing workers, and harvesting workers.</p> <p>4. Socialization for the community surrounding PT. SAA on May 26, 2011.</p>		
2011.11	5.2.5	The company has appointed a special officer to manage HCV area. However, there was no training given to enhance the understanding towards HCV area management.	CFA	RSPO Secretariat Office of Salabak Estate	The company is advised to give training for the personnel appointed to manage HCV area.	Before Stage-2	The company has not given any special training for the appointed HCV area management officer.	Open, category Minor	

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
2011.12	5.3.2	The company has a Waste Treatment SOP. There is a temporary storing process for both hazardous and non hazardous waste before they are sold or destroyed. However, the procedure has not stipulated the maximum retention time in accordance with the Government Regulation No. 18 Year 1999.	CFA	Selabak Mill	The company has to stipulate the maximum retention time conforming with the Government Regulation No. 18 Year 1999.	Before Stage-2	The company has composed Hazardous and Non Hazardous Waste Treatment Procedure (019/SAA-PLB/2010) which states that the maximum retention time of hazardous waste is 90 days before the delivery to the collector in accordance with the Government Regulation No. 18 Year 1999.	Closed	June 7, 2011
2011.13	5.5.4 7.7.4	There are means and infrastructure of fire fighting for the estates and mill. However, routine inspection has not been conducted.	CFA	RSPO Secretariat Office of Salabak Estate	The company has to inspect the means and infrastructure of fire fighting for the estates and mill.	Before Stage-2	Routine inspection of fire fighting equipment for the estates is conducted every 6 (six) months. The inspection covers: the content, pressure, weight, and external condition of the fire extinguisher. The company also created a map of fire prone location in the work area of PT. SAA and Lanting Estate. There is an available list of fire extinguisher equipment (APAR) informing of the kinds, the quantity, the	Closed	June 7, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							location and the condition of the equipment.		
2011.14	6.1.2	The company has not composed Social Impact Management and Monitoring Plan as recommended in the Social Impact Analysis Study.	NC	RSPO Secretariat Office of Salabak Estate	The company has to compose Social Impact Management and Monitoring Plan as recommended in the Social Impact Analysis Study.	Before Stage-2	The company has composed Environmental Management Plan/Environmental Monitoring Plan Implementation Report Semester II Year 2010 (July – December 2010). The report was sent to the Regional Environmental Affairs Agency of Kotabaru District with the Letter No. 040/SAA/UM/PSD/IV/11 dated April 11, 2011. There is not enough evidence that the Social Impact Management Plan Document dated May 1, 2011 composed by the company has been composed comprehensively (explaining the activity details, social monitoring	Open, category Minor	

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							methods, and the output achieved).		
2011.15	6.1.4	The company has composed Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) which is reported routinely every semester to the Environmental Affairs Agency (such as the Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) Report Semester II Year 2010). However, the delivery evidence of the Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) Report Document to the related agency is not available at the estate office.	NC	RSPO Secretariat Office of Salabak Estate	The company has to compose a social impact management and monitoring report. Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) Report Document has to be delivered to the related agencies and the delivery evidence has to be available at the estate office.	Before Stage-2	The company has composed Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) Implementation Report Semester II Year 2010 (July – December 2010). The report was sent to the Regional Environmental Affairs Agency of Kotabaru District with the Letter No. 040/SAA/UM/PSD/IV/11 dated April 11, 2011. There is an available evidence of the report document receipt by Mr. Hady Amrullah (Regional Environmental Affairs Agency officer).	Closed	June 6, 2011
2011.16	6.2.4	The company has not appointed an officer in charge of communicating and consulting with the community.	NC	RSPO Secretariat Office of Salabak Estate	The company has to position a personnel in charge of communicating and consulting with the	Before Stage-2	The company has appointed Kholili as the Public Relations Staff of Sungai Durian Area through the Appointment Letter No. GM-Staf 430/SD/IV/2011/S	Closed	June 7, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
					community (PSD) at every unit to enhance the communication with the surrounding community.		dated April 30, 2011 which was signed by the Sungai Durian Estate ad interim GM.		
2011.17	6.3.1	Based on the interview with Tabasan village public figure, Bakau village stated that there had never been any socialization of conflict handling procedure conducted by the company. There is not enough evidence that the Social SOP was socialized by the company to the surrounding community.	CFA	RSPO Secretariat Office of Salabak Estate, Dusun Tabasan	The company is advised to carry out socialization of conflict handling procedure to stakeholders.	Before Stage-2	The company has carried out socialization to the surrounding community. For example: a. On May 3, 2011 at the Village Hall of Sangkoh Village (RT06/RW01) with the socialization material for the Sangkoh community of both the conflict handling and the complaint mechanism towards the company. b. On May 26, 2011 at the RSPO Office – Selabak Estate attended by 17 people consisting of public figures, village heads, and contractors with the socialization materials of Contractor SOP, Occupational Safety SOP, Labor	Closed	June 7, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							Regulation, and HCV-related socialization.		
2011.18	6.3.3	There is an available procedure of Complaint Handling towards PT Swadaya Andika Management (010/SAA-MPK/10) dated July 1, 2010. However the mechanism that involves the community representatives/related agencies in the complaints handling process is not available. There was no involvement of community representatives/related agencies in the complaints handling process found in the flowchart of handling mechanism.	CFA	RSPO Secretariat Office of Salabak Estate	The company is advised to revise the Complaint Handling SOP so that it would involve the community/related agencies.	Before Stage-2	The company has revised the SOP of Complaint Handling towards PT Swadaya Andika Management No. 010/SAA-MPK/10 with the involvement of community representatives/related agencies in the complaints handling process.	Closed	June 7, 2011
2011.19	6.5.2	The compliance towards Occupational Health and Safety is stipulated in the Work Contract Agreement (SPK) with the contractors. However, it is not fully stated that the compliance towards regular labor regulation is generally applicable.	CFA	RSPO Secretariat Office of Salabak Estate	The company is advised to review the Work Contract Agreement (SPK) considering the labor regulation as a clause in the Work Contract	Before Stage-2	There is not enough evidence that the Work Contract Agreement (SPK) revision has stipulated the fulfillment of all labor regulation. For example, the stipulation in Work Contract Agreement (SPK) No. EST/SLE/SPK-LKL/V/11/097	Open	

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
					Agreement (SPK).		dated May 16, 2011 Point 8 (Miscellaneous) is still limited to the Occupational Health and Safety policy.		
2011.20	6.9.4	Based on the interview with spraying workers at Lanting Estate, it is found that the gender policy socialization has not been carried out for all employees.	CFA	Lanting Estate	The company is advised to socialize the gender policy to all employees.	Before Stage-2	<p>The company has carried out the gender policy socialization. For example:</p> <ol style="list-style-type: none"> 1. Socialization on May 25, 2011 at the Selabak POM workers housing conducted by the Gender Committee members for the mothers of the neighborhood with the agenda of Gender Committee socialization. 2. The notification letter delivery to female workers regarding the Gender Policy Application Guidelines (701/TQEM-ESH/10 dated January 1, 2011). 3. Gender Committee socialization on May 29, 2011 at Division III Selabak 	Closed	June 9, 2011

No.CAR	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
							<p>Estate attended by all Division III SLE employees.</p> <p>4. Based on the interview with the Selabak Mill housing (Ms. Atim), it is found that the Gender Committee has carried out a socialization to the mothers of the Selabak Mill housing.</p> <p>5. The interview with spraying team members of Randi Estate shows that they have started to understand the female employee protection policy.</p>		

3.2 Summary of Non-conformance, Corective Action, and Observation in Stage 2

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
2011.21	2.1.1 5.3.3	<p>Compliance with applicable regulation (PP. 18 Year 1999/PP.85 Year 1999). There is hazardous waste which has been stored exceeding the retention time of 90/180 days. Based on the monitoring data up to May 2011 there are 9,408 litres of used oil, 75 pieces of used batteries, 25 pieces of fabric cotton waste, 302 pieces of used tires, 225 pieces of filters, 1,178 pieces of used needles, 183 pieces of infusion bottles, 1,226 medicine bottles, and 1,024 pieces of used packaging of pesticide.</p> <p>The Minamas Plantation party has appointed CV. Sumber Agung to be the collector of hazardous waste according to the Circular Letter No. GM-SGM/492/SD/V/2011/S – GM Mill/161/GM-M0/V/2011. Responding to the appointment, the SAA-LMI management has</p>	Minor	RSPO Secretariat Office of Selabak Estate	The company must ensure that hazardous waste from the estate and mill is stored properly according to Government Regulation 18 Year 1999/PP.85 Year 1999.	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		arranged a memo that the hazardous waste must be immediately sent to the collector (CV. Sumber Agung).							
2011.22	2.2.1	License for Land Use Rights. At the time of ST-2, an area covering 62.96 hectares is found which has not been granted for the Land Use Right license, located in Randi Estate. The area is in the process of acquiring license in Committee B in the Regional Office of National Land Affairs Agency, South Kalimantan Province (process of completing the requirements of HGU License) in accordance with Letter of Regional Office of National Land Affairs Agency of South Kalimantan No. 0046/9-63/I/2010 dated January 23, 2010 regarding on Application for Land Use Rights in the name of PT Swadaya Andika along with the Letter of Regional Office of National	Minor	RSPO Secretariat Office of Selabak Estate	The organization must review the process of Land Use Rights (HGU) license application for the area covering 62.96 hectares in Randi Estate by coordinating with the National Land Affairs Agency.	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		Land Affairs of South Kalimantan Office No. 540.2/46/179/BPN-43 dated March 5, 2009 regarding on Field Research for Land Investigation on B in the name of PT Swadaya Andika covering 62.96 Ha in Kotabaru District.							
2011.23	4.1.2	Operational Procedure. The Technical Guidelines for Mill I of Minamas Plantation No. Policy 110/POD-FAC/07 is available. However, the SOP has not been ratified by relevant officials.	CFA	Selabak Mill Office	The organization should be able to provide operational activity procedure of the mill which is ratified by the authorized personnel.	S1			
2011.24	4.2.2	Realization of Land Application. Land Application activity covering 90 hectares which are located in Block G14, G15, G16, F16, F17, F18 and F20 are still in the area permitted by the Decree of Head of Kotabaru District No. 188.45/373/KUM/2009 that covers 144 hectares, but there are additional application Blocks in G14 Division II and F18 Division III outside the area permitted. The	CFA	Block G14 Division II and F18 Division III	The organization should review the policy of land application additional area in G14 Division II and F18 Division III which are located outside the area permitted by District of Kotabaru Year 2009. Related to this permit, PT	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		company made minutes for transferring some locations of Application Land to Block G14 and F18 which were signed by the Chairman of SOU and Manager of Selabak Estate on June 10, 2011, considering topographic condition that causes negative effect on the environment.			SAA needs to coordinate with Regional Environmental Agency.				
2011.25	4.3.1 7.2.1 7.4.1	Marginal Land Map. The company does not have a marginal land map that is based on the detailed land survey. The company is in the process of implementing detailed land survey in Randi Estate and Lanting Estate, while the detailed land survey for Selabak and Sangkoh Estate will be conducted in 2012.	Minor	RSPO Secretariat Office of Selabak Estate	The organization must provide marginal land map of Selabak and Sangkoh Estate.	S1			
2011.26	4.3.2	Erosion Level Measurement. The company	CFA	RSPO	The organization is advised	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		has been pursuing a strategy for planting in areas with certain slope and has been monitoring the effectiveness level of management by measuring the erosion, but the erosion measurement application needs to be improved with the addition of sample points to consider representation of condition of the measured areas.		Secretariat Office of Selabak Estate	to add sample points to the erosion measurement based on the representation of condition of the areas being measured.				
2011.27	4.4.2	Monitoring of River Water Quality. The company has conducted the monitoring of river water quality but has not yet described the representation of the river water quality in the Inlet and the outlet, as set out in EIA studies related to the test results of River Tandilang water quality which exceeded the quality standard of environment (BOD and Nitrogen based on Government Regulation	Minor	RSPO Secretariat Office of Selabak Estate	The organization must conduct the monitoring of water river quality comprehensively according to EIA; this is related to the test results of River Tandilang water quality which exceeded the quality standard of environment	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		No. 82 Year 2001).			based on Government Regulation No. 82 Year 2001.				
2011.28	5.2.2	Management of HCV. Based on the HCV identification result, there are rare species of Hose's Langur <i>Lutung banggat (Presbytis hosei)</i> , in Block K18/19 in forested areas and around Block L26 and J26. The company has not specifically managed the species.	CFA	RSPO Secretariat Office of Selabak Estate	The company is advised to specifically manage the species of Hose's Langur (<i>Presbytis hosei</i>).	S1			
2011.29	5.5.4	Socialization of APAR Using. There is not enough evidence that the company has conducted overall socialization to the employees on how to use fire extinguishers (APAR). For example, based on interviews to the employees in Selabak Mill housing, the training on how to use APAR has not been conducted.	CFA	Employees Housing of Selabak Mill	The company is advised to socialize how to use fire extinguishers (APAR) to the employees.	S1			
2011.30	6.5.2	Collective Labour Agreement of the	CFA	RSPO	The company is advised to	S1			

No	Indicator	Non conformance	Grade	Location	Requests for Corrective Action	Time Limit	Observation and Date	Status	Closed date
		Employees. Until the Stage-2, there is not enough evidence that the Collective Labour Agreement (PKB) documents for period 2010-2012 for the level of employee have been ratified, based on the information from management of PT SAA, there are some procedures in Social, Labour, and Transmigration Service (Disosnakertrans) that are needed to be fulfilled before the Collective Labour Agreement is signed and it is still in the process of completion.		Secretariat Office of Selabak Estate	coordinate with the agencies related to the ratification of Collective Labor Agreement Period 2010-2012 for the level of employees.				
2011.31	7.3.1	Conformance with the Legal Spatial Plan. There is not enough evidence that the company has conducted the overlay of the working area map with the Spatial Plan Map (RTRWK) of Kotabaru District and Spatial Plan (RTRWP) of South Kalimantan Province related to the additional of Land Use Rights covering 62.95 Ha.	CFA	RSPO Secretariat Office of Selabak Estate		S1			

3.2. Summary of Issues Arising from Public, Organization and Auditor Responses

	Public Issues	Company's Responses	Auditor's Responses
1.	In general, the positive benefit of the company's existence is being felt by community in the form of the opening of public accessibility, economic growth surrounding community as well as assistance to the village. This statement is delivered by Deputy Head of Pamukan Utara Sub-District.		
2.	Boundary of work area of PT LMI/SAA (Land Use Rights) has not been clear yet to the public. It is delivered by Deputy Head of Sungai Durian Sub-District and Village Representative Agency of Bepara Village.	<p>a. At the time of Land Use Rights area measurement by National Land Affairs Agency, the company involved representatives of the District and one of the copies of document is stored in the local District. It probably happened because the information was not delivered due to the change of Sub-district officials.</p> <p>b. Until before the implementation of Public Consultation, there had never been information requested by the District regarding the Land Use Rights.</p>	PT. SAA has work area boundary in the form of Land Use Rights poles that have been established and made its maintenance program. Among the efforts that have been done is to identify the existence of the Land Use Rights poles, cleaning, and coordinating with the relevant agencies related to the missing poles.

	Public Issues	Company's Responses	Auditor's Responses
3.	<p>Transparency of information either in the form of announcement of employee recruitment, scholarships, and CSR program. It is delivered by the Representative of Sungai Durian Sub-District and Pamukan Utara Sub-District, as well as by the Representatives of Bepara Village and Traditional Council of Pamukan Utara.</p>	<p>In order to improve transparency of information, the company has made some efforts, which are;</p> <ul style="list-style-type: none"> a. Announcement of scholarships to the Office of Village around the company. b. Involving the community in the implementation of CSR program. For example, with the agreement of CSR program implementation between the company and Bakau Village. c. For the fulfilment of certain segments of labour, the company prefers to recruit local people, but for the positions that need special skills, it will certainly be opened for public according to the requirements and qualifications that meet the job. 	<p>Socialization of recruitment mechanism and scholarships information is more open to the public.</p>

	Public Issues	Company's Responses	Auditor's Responses
4.	Compliance to the Local Government regulation associated to the immigrant employees' identification cards, number of taxpayers, Construction License, HO License, EIA, and waste management license. This is delivered by the representative of Sungai Durian and Pamukan Utara Sub-District.	The company has met all the permitting process as intended, and indeed there are some documents issued by the Regent, the district should obtain a copy from the agency in the district.	PT SAA is expected to coordinate with the district regarding the transparency of company's legal documents.
5.	Plasma Management, such as; a. Realization of plasma development is very slow. b. Development of plasma is at least 300 hectares in one overlay, while there is no land belonging to the community covering it in one overlay (fragmented). It is delivered by Village Representative Agency (BPD) of Bakau Village. c. Development of plasma requires technical assistance and infrastructure. This statement is delivered by Deputy Head of Pamukan Utara Sub-District.	Company's Plasma Management is conducted by a special manager-level management and it is admitted that the plasma development has met some obstacles which caused the inhibition of plasma development process, such as; a. The delay of the estate opening process related either to the existence of plasma area candidate or to the legal of license that should be completed first by the candidate before opening are still beyond the authority of the company, for example: Determination of land suitability, the Regent permits for	Plasma is under the responsibility of Plasma Manager, which the authority is separated from management of PT. SAA, so that all operational activities associated with the plasma development is managed by KKPA Management. Based on the interview with the Plasma manager (Irawan Adji), it is admitted that the plasma development has met some obstacles especially regarding the land availability.

	Public Issues	Company's Responses	Auditor's Responses
		the Plasma Estate Development, determination of CP-CL.	
	b. Less efforts from the company in maintaining plasma estate, for example, the high mortality rate and less frequent of fertilization (fertilized only once in 4 years). It is delivered by Community Leaders of Pamukan Barat and Bakau Village.	c. Minimum area of 300 hectares is a limit of economical calculation for company to build plasma estate, however, in the future the company will review the policy whether the extent can be minimized. Technical issues around the plasma development will certainly be regulated in the agreement among the Cooperatives, in this case as a forum of plasma smallholders and Company regarding rights and obligations of each party.	
6.	Public demands on the company's obligation to provide plasma for 20% of the core area, it is submitted by the Chairman of Traditional Council of Pamukan Utara.	Overall Sungai Durian area, the company has realized and developed the plasma more than 20% of the core area.	

	Public Issues	Company's Responses	Auditor's Responses
7.	Equitable distribution of company's management benefits, it is delivered by Village Representative Agency (BPD) of Bakau Village, Community Leaders of Batu Village, Community Leaders of Betung Village, and Community Leaders of Sungai Durian.	The company implemented CSR based on the program that has been well planned either the target or the activity volume.	Minamas Group company of Sungai Durian Area (PT SAA and LMI) has allocated the plasma development managed under the KKPA/Plasma management (Irawan Adji).
		This will limit the equitable distribution because what has been done is the priority program approach. However, for certain cases the equalization approach remains to be done, for example; the distribution of sacrificed animals is for all people regardless their religion.	Described in 6.11.1. The company has attempted to engage in surrounding community development by giving assistance for repairing road, education, improving facilities and hiring local labour. The CSR program is composed by involving relevant stakeholders.
8.	Minimizing environmental impact, especially the negative impact on river water as a source for the residents. This is submitted by the Community Leaders of Sungai Durian.	The company responds to these issues as follows; <ol style="list-style-type: none"> 1. There are no major rivers within the work area of PT SAA. 2. Based on the position, the company areas are located on the downstream part of Sungai Durian flow. 	It is described in indicator 4.4.2. The company does not make waste disposal into the body of the river, but it is applied in the land (land application). Tests have been carried out on quality of river water by Commodity Testing Laboratory of Environmental Research and Industrial Standardization of Banjar Baru District. Measurement result indicated the measurement parameters that exceeded Environmental Quality

	Public Issues	Company's Responses	Auditor's Responses
		<p>3. There is a gold mining and coal in the upstream area of Sungai Durian (Banian area) which is a huge potential of river water quality decline.</p> <p>4. Until the implementation of Public Consultation, there has never been public complaint against the quality of river water being used.</p>	Standard (BML). Therefore, more attention to the related issues is required.
		<p>5. The company management committed to the river buffer zone management which is located within the work area as an effort to maintain the quality and function of the river.</p>	
9.	Opportunities for community to sell FFB to the POM belong to the company. It is delivered by Representative of Sungai Durian Sub-district.	The company acknowledged that until the implementation of Stage-2, the company has never received fruits from smallholders outside the scheme of	The company cannot accept FFB from the community because the limitation of mill capacity. Based on the mill visit, the capacity of Selabak mill is only 30 tons/hour. That capacity cannot accommodate all FFB from estates so

	Public Issues	Company's Responses	Auditor's Responses
		<p>plasma (Free Reception) because of the limited capacity of existing Palm Oil Mill (POM), however the construction of the new mill in Betung Estate allows a policy to receive fruits from community, of course the fruits quality should meet the company's standard.</p>	<p>that some of the FFB are sent to PT LMI.</p>

4.0 ACKNOWLEDGMENT OF CERTIFIED ORGANIZATION AS IN INTERNAL RESPONSIBILITY

4.1 Formal Sign-Off of Assessment Findings

Here formal signed is management representative of the Audited company recognized the assessment findings and agree on the entire contents of this report, including of Non-conformance.

Signed on behalf of:

Head of PSQM
MINAMAS Plantation



Mohamad Pirabaharan

Lead Auditor
PT Mutuagung Lestari



Nanang Kualib
08/06/2011

Annex 1. Checklist of RSPO Certification Assessment Result		
RSPO Ref.	VERIFICATION RESULTS OF MUTU-Certification	Status
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1	Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.	
1.1.1	Records of Information Requests.	
ST1	PT Swadaya Andika provides facilities for receiving information from stakeholder in the forms of correspondence and suggestion boxes (in accordance with SOP 010/SAA-MPK/10 regarding Complaint Handling Mechanism that is placed in front of the security booths of each estate office. Listed since January 2011 and until the implementation of ST1 there has not been any incoming suggestion letters). PT SAA also has a procedure of Request for Information (015/SAA-PIF/10), where the request for information should be submitted in written form to the Manager of Operational Unit; the responses will be drafted by the Head of Administration; and answer for request for information will be sent after signed by Manager of Operational Unit or when required by the Head of Department.	✓
ST2	PT SAA already has a procedure of Request for Information (015/SAA-PIF/10) dated July 1, 2011.	✓
S1		
S2		
S3		
S4		
1.1.2	Records of Responses to Information Requests.	
ST1	Records of Request for Information are documented in LOG-COMMUNICATION (C-1). Within the period of February 27, 2010 to January 2011, there are 18 response letters to the stakeholder requests (External Communication Log). The report includes types of information requests, incoming date, evaluation, responses, status, and description.	✓
ST2	Communication Log is available, for example; in period of January to May 2011 in Selabak Estate there are 13 requests for information letters from stakeholders. From 13 requests for information, 11 requests have been done and 2 letters are still in progress. Request for Information is available from Head of Public Health and Treatment Clinic of Bakau, Pamukan Utara Sub-district No. 094/96/TU-Pusk dated April 9, 2011 regarding Drug Storing License (SIMO). The company has responded by coordinating with Health Agency of Kotabaru on April 26, 2011 and has obtained recommendation that the SIMO License is still waiting for management of Clinic License from Medical Council where until the Stage-2 is still in process.	✓
S1		
S2		
S3		
S4		
1.1.3	The records mentioned in 1 and 2 must be maintained for a period of time determined by the company, taking into account their relative importance.	
ST1	Referring to the RSPO Document Lists of PT SAA, retention time of request for information and information responses have been determined according to the retention time of documents types and interests requested, for example; type of legal documents are stored until expiration, SOPs are saved until the valid period, incoming /outgoing mails have a 3-year retention time.	✓
ST2	Records of information requests and responses are stored according to the retention time of document types and interests. For example, incoming and outgoing mails have a 3-year retention time.	✓

S1		
S2		
S3		
S4		
1.2	Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
1.2.1	Information and responses must include any relevant or required documentation, in accordance with applicable national laws, such as:	
ST1	<p>Types of information available include;</p> <p>a. Legal Documents;</p> <ol style="list-style-type: none"> a. Forest area acquisition based on Decree of Forestry Minister No. 583/Kpts-II/1994 regarding the acquisition of some parts of forest area group of Sungai Manunggal and surrounding area which are located in District of Kotabaru, South Kalimantan Province, covering 10,252 (ten thousands two hundred and fifty two) hectares for the cultivation of oil palm plantation in the name of PT Swadaya Andika dated December 20, 1994. b. Legal Document of Land Use Rights (HGU) includes 3 Land Use Rights (HGU), namely; <ol style="list-style-type: none"> 1. Certificate of Land Use Rights No. 15 Year 1997 dated December 1, 1997 according to the Letter of State Minister of Agrarian/Head of National Land Affairs Agency No. 131/HGU/BPN/1997 dated November 28, 1997 covering 93,706,000 m² valid until November 22, 2032. 2. Certificate of Land Use Rights No. 32 Year 2002 dated March 26, 2002 according to the Decree of Head of National Land Affairs Agency of Kotabaru District No. 7/HGU/BPN/2002 dated March 7, 2002 covering 507.57 hectares valid until September 24, 2037. 3. Certificate of Land Use Rights No. 33 Year 2002 dated March 26, 2002 according to the Decree of Head of National Land Affairs Agency of Kotabaru District No. 7/HGU/BPN/2002 dated March 7, 2002 covering 483 hectares valid until September 24, 2037. c. Environmental Documents, namely; <ol style="list-style-type: none"> 1. Environmental Impacts Analysis (EIA) that has been approved according to the Letter No. 008/ANDAL/BA/II/95 dated February 27, 1995 with the study areas covering 77,290 hectares consists of 4 companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). The area of Swadaya Andika in the study covers 11,250 Ha. The capacity of each mill in EIA is 60 tons of FFB/hour. 2. Environmental Management Plan/Environmental Monitoring Plan is approved according to the Letter No. 049/RKL-RPL/BA/III/95 dated March 30, 1995. 	✓

	<p>d. Social: Documents of social activities and public relation.</p> <ol style="list-style-type: none"> Documents of The Final Report on Social Impact Analysis of January 2010 compiled by Indonesian Sustainable Palm Oil Foundation (Yasbi) are available. <p>Document of PT SAA's CSR implementation (E-1) is available.</p> <p>e. Documentation of Occupational Health and Safety Program.</p> <ol style="list-style-type: none"> Document of OHS includes SOP No. 711/TQEMS-P2K3/07 dated December 31, 2007 regarding Occupational Health and Safety is available. Report of Advisory Committee of Occupational Health and Safety which is conducted regularly every 3 months is available, for example the fourth quarter report of 2010 reported in accordance with No. 059/P2K3/10/2010 dated January 20, 2011 (Selabak Estate). Documents of OHS containing Inspection of Personal Protection Equipment (APD), Safety Briefing, Fire extinguisher (APAR) List and OHS Box, Assembly Point, and Hygiene Evaluation are available. <p>f. Documentation of Continuous Improvement Program. Documentation of continuous improvement program is listed in the procedure and monitoring data of the company's operational which is conducted every month, for example: document of the Manager Report of Salabak Estate.</p> <p>Lanting Estate:</p> <ol style="list-style-type: none"> Document of Forest Area Acquisition: Forest area acquisition based on Decree of Forestry Minister No. 583/Kpts-II/1994 regarding the acquisition of some parts of forest area group of Sungai Manunggal and surrounding area which are located in Kotabaru District, South Kalimantan Province, covering 10,252 (ten thousands two hundred and fifty two) hectares for the cultivation of oil palm plantation in the name of PT Swadaya Andika dated December 20, 1994. Document of Land Use Rights; The Decree of State Minister of Agrarian Affairs/ Head of National Land Affairs Agency No. 133/HGU/BPN/1997 on the Granting of Land Use Rights of an area located in Kotabaru District, South Kalimantan Province dated October 28, 1997. The area covers 15,533 hectares. It is valid for 35 years, can be extended by a period of 25 years and renewable for a period of 35 years. 	
ST2	<p>The company's documents are available include;</p> <p>a. Documents of Environmental Aspects</p> <ol style="list-style-type: none"> The company has composed a Report of Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) Implementation period II of 2010 (July – December 2010) and the report has been sent to the Regional Environmental Agency of Kotabaru District No. 040/SAA/UM/PSD/IV/11 dated April 11, 2011. There is evidence available that the report document has been accepted by Hady Amrullah (an officer of Regional Environmental Agency). License for the Use and Storage of Pesticide in PT Swadaya Andika in accordance with the Decree of Head of Social, Labor, and Transmigration Agency of Kotabaru District No Kep-053/Pestisida/Disosnakertrans dated February 28, 2011. License for the Use and Storage of Pesticide in PT Swadaya Andika Sangkoh Estate is in accordance with the Decree of the Head of Social, Labor, and Transmigration Agency of Kotabaru District No Kep-054/Pestisida/Disosnakertrans dated February 28, 2011. The license is valid until February 28, 2012. 	
	<ol style="list-style-type: none"> License of Temporary Storage of Hazardous and Toxic Waste for PT Swadaya Andika in Manunggal Lama Village, Sungai Durian Sub-District, Kotabaru District of South Kalimantan Province is in accordance with the Decree of Head of Kotabaru District No 188.45/126/KUM/2011 dated March 8, 2011. The license has 5-year validity period since the Decree is issued. License for Utilization and Disposal of Waste Water on the Land of PT Swadaya Andika Oil Palm Plantation in Sungai Durian Sub-District, Kotabaru District of South Kalimantan Province in accordance with the Decree of Head of Kotabaru District No 188.45/373/KUM/2009 dated October 30, 2009. 	

	<p>b. Documents of Social Aspects.</p> <p>1. Document of Social Impact Analysis report conducted by Indonesian Sustainable Palm Oil Foundation (Yasbi) in 2010 is available which produced several recommendation include:</p> <ol style="list-style-type: none"> Creating an External Communication SOP which serves as a reference for public relation to communicate with the stakeholders. Assigning a person/division that is responsible for communicating with the stakeholders. Establishing a Division/Special staff to handle CD/CSR. Producing more participative and more sustainable CSR programs. <p>c. Employment Documents</p> <p>Quarterly report of Advisory Committee of Occupational Health and Safety (SLE) First Quarter of 2011 reported through Letter No.059/P2K3/4/2011 dated on April 12, 2011 and confirmed by Social, Labor, and Transmigration Agency on April 25, 2011 through Letter No. 566/428/Disosnakertrans regarding Quarterly Report of Advisory Committee of Occupational Health and Safety.</p> <p>d. Other Licensing Documents.</p> <p>Other Licensing Documents include Construction License of Palm Oil Mill, Employee Housing, warehouse, Company Legality (Tax Payer Registration Number, Large Trading Business License, Trading Business License, Certificate of Registration, the latest company's certificate, The use of lift/transport instruments, license for POM machines, and other facilities) are documented in Document F3 (Licensing) and saved in Secretariat of RSPO Selabak Estate.</p> <p>e. Documents of Continuous improvement, Progress Document of RSPO SOU Selabak until May 31, 2011 as a follow-up for the result of Stage-1 revision.</p>	
S1		
S2		
S3		
S4		
1.2.2	The records must be maintained for a period of time determined by the company, taking into account their relative importance.	
ST1	Referring to the RSPO Document Lists of PT SAA, retention time of request for information and information responses have been determined according to the retention time of documents types and interests requested, for example; type of legal documents are saved until expiration, SOPs are saved until the valid period, incoming /outgoing mails have a 3-year retention time, warehouse stock opname has a 5-year retention time.	✓
ST2	Same as Stage-1.	✓
S1		
S2		
S3		
S4		
PRINCIPLE #2 COMPLYING WITH APPLICABLE LAWS AND REGULATION.		
2.1	There is compliance with all applicable local, national and ratified international laws and regulations.	
2.1.1	Evidence of compliance with relevant legal requirements	
ST1	PT SAA already has a list of regulation in the form of Regulatory Compliance Evaluation Checklist of Randi Estate which include List of regulation, Description, Compliance Status, Compliance Evidence and Description covering International, National, and regional regulation. The last update on February 21, 2011 consists of 97 regulations.	

	<p>a. Environmental Impacts Analysis (EIA) that has been approved according to the Letter No. 008/ANDAL/BA/II/95 dated February 27, 1995 with the study areas covering 77,290 hectares consists of 4 Companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). The area of Swadaya Andika in the study covers 11,250 hectares. The capacity of each mill in EIA is 60 tons of FFB/hour.</p> <p>b. Environmental Management Plan/Environmental Monitoring Plan (RKL/RPL) is approved according to the Letter No. 049/RKL-RPL/BA/III/95 dated March 30, 1995.</p> <p>c. Report of Environmental management Plan/Environmental Monitoring Plan (RKL/RPL) is reported routinely every semester to the Environmental Agency (for example; Report of RKL/RPL Semester II Year 2010), evidence that the document of RKL/RPL Report has been sent to the relevant agencies is not available in the Estate office (the report was sent by Office of Banjarmasin).</p> <p>d. Report of the plantation performance is not available in the estate.</p> <p>e. Progress Report on Capital Investment is not available in the estate.</p> <p>f. Employment report routinely performed every year for example Employment Report Obligatory in 2010 was reported through Letter No. 566/377/Disnakertrans dated March 2, 2011.</p> <p>g. Report of Advisory Committee of Occupational Health Safety which is conducted regularly every 3 months is available, for example the fourth quarter report of 2010 reported in accordance with Letter No. 059/P2K3/10/2010 dated January 20, 2011 (Selabak Estate).</p> <p>h. The company has established the organization of Advisory Committee of Occupational Health and Safety for the estate and mill but there has not any evidence that the organization of Advisory Committee of OHS from POM Selabak has been registered in the Social, Labour, and Transmigration Agency of Kotabaru District.</p> <p>i. Provincial Minimum Wage (UMP) in 2011 according to the Decree of the Governor of South Kalimantan No. 188.44/65/KUM/2011 on Stipulation of Provincial Minimum Wage of South Kalimantan year 2011 dated October 7, 2010 has been set at IDR 1,126,000, and PT Swadaya Andika has set its minimum wage at IDR 1,126,000 according to the GM HRM Memorandum No. 037/HRM-i3/II/2011 on Wage revision of the Plantation daily Work Effort Unit (SKU) and Salary Structure of Monthly Work Effort Unit (SKU) year 2011 for the region of South Kalimantan. Non-conformance in this indicator is CAR-2011.01</p>	X
ST2	<p>PT SAA (SLF) has submitted an application to the Social, Labor and Transmigration Agency through Letter No. 150/SLF-Depnaker/IV/2011 dated April 11, 2011 and has obtained ratification of the Advisory Committee of OHS through the Decree of Head of Social Labor and Transmigration Agency of Kotabaru District No. KEP-097/P2K3/Disosnakertrans dated on May 27, 2011 regarding Ratification of Coaching Committee for Occupational Health and Safety of PT Swadaya Andika of Selabak POM.</p> <p>There is hazardous waste found which has been stored over the retention time of 90/180 days. Based on the monitoring data up to May 2011 there are 9,406 litres of used oil, 75 pieces of used batteries, 25 pieces of dust clothes, 302 pieces of used tires, 225 pieces of filters, 1,178 pieces of Used needles, 183 used infusion bottles, 1,226 medicine bottles, and 1,024 pieces of used packaging of pesticide. The Minamas Plantation party has appointed CV. Sumber Agung to be the collector of hazardous waste according to the Circular Letter No. GM-SGM/492/SD/V/2011/S – GM Mill/161/GM-M0/V/2011. Responding to the appointment, the SAA-LMI management has arranged a memo that the hazardous waste to be immediately sent to the collector. Non-conformance status CAR-2011.01 Closed and CAR-2011.21 is published as Minor.</p>	X
S1		
S2		
S3		
S4		
2.1.2	Evidence of efforts made to comply with changes in the regulations.	
ST1	<p>There is an Evaluation Checklist of Regulation Compliance of Randi Estate available which include the List of regulation, Description, Compliance Status, Compliance and Description Evidence. Last update was on February 21, 2011.</p>	✓

ST2	Same as Stage-1	✓
S1		
S2		
S3		
S4		
2.1.3	A documented system, which includes written information on legal requirements that the palm oil company should comply with.	
ST1	Regulation document owned by PT Swadaya Andika is well-documented in secretariat office.	✓
ST2	Same as Stage-1	✓
S1		
S2		
S3		
S4		
2.1.4	A mechanism for ensuring that compliance with relevant legal requirements is implemented.	
ST1	Standard Operating Procedure No. 701/TQEM-ESH/10 dated July 1, 2010 on Legal Requirements that describes mechanism for completing applicable legal requirements is available.	✓
ST2	Same as Stage-1	✓
S1		
S2		
S3		
S4		
2.2	The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.	
2.2.1	Documents showing ownership or lease of the land in accordance with relevant laws	
ST1	<ol style="list-style-type: none"> 1. Forest area acquisition based on Decree of Forestry Minister No. 583/Kpts-II/1994 regarding the acquisition of some parts of forest area group of Sungai Manunggal and surrounding area which are located in District of Kotabaru, South Kalimantan Province, covering 10,252 (ten thousands two hundred and fifty two) hectares for the cultivation of oil palm plantation in the name of PT Swadaya Andika dated December 20, 1994. 2. Revision of the Plantation Business Permitted is in accordance with Decree of Kotabaru Regent No. 357 year 2006 on Re-registration of the Plantation Business License of PT Swadaya Andika in Kotabaru District dated March 25, 2006. 3. Revision of the Plantation Business Permitted is in accordance with Decree of Head of Kotabaru District No. 188.45/387/KUM/2009 on the Approval of Re-registration of the Plantation Business License of PT Swadaya Andika in Kotabaru District dated December 7, 2009. The business license applies to an area of 10,424.139 hectares and 1 unit of Palm Oil Mill with a capacity of 60 tons of FFB/hour. 4. Land Use Rights (HGU), there are 3 Land Use Rights (HGU), namely: <ul style="list-style-type: none"> • Certificate of Land Use Rights No. 15 Year 1997 dated December 1, 1997 according to the Letter of State Minister of Agrarian Affairs/Head of National Land Affairs Agency No. 131/HGU/BPN/1997 dated November 28, 1997 covering 93,706,000 m² valid until November 22, 2032. • Certificate of Land Use Rights No. 32 Year 2002 dated March 26, 2002 according to the Decree of Head of National Land Affairs Agency of Kotabaru District No. 7/HGU/BPN/2002 dated March 7, 2002 covering 	✓

	<p>507.57 hectares and valid until September 24, 2037.</p> <ul style="list-style-type: none"> • Certificate of Land Use Rights No. 33 Year 2002 dated March 26, 2002 according to the Decree of Head of National Land Affairs Agency of Kotabaru District No. 7/HGU/BPN/2002 dated March 7, 2002 Covering 483 hectares valid until September 24, 2037. <p>5. The Land Use Rights compensation process in this case is the document of Report of Compensatory Payment of the Occupational and Plant Growth Land in the Area of PT Swadaya Andika Oil Palm Plantation II (Randi Estate) in Manunggal Lama Village/Sungai Durian Sub-District covering 10 hectares and in Bakau Village of Pamukan Utara Sub-District covering 123.25 hectares equipped with document of Waiver Statements of the Land acknowledged by the village and sub-district officials, compensatory payment receipts, and Compensation Minutes.</p> <p>All legal documents of land tenure are well-documented in Secretariat Office of RSPO PT Swadaya Andika (Copy).</p>	
ST2	<p>Same as Stage 1.</p> <p>At the time of Stage 2, there is an area of 62.96 hectares which has not been granted for the Land Use Right license, located in Randi Estate. The area is in the process of acquiring license in Committee B in the Regional Office of National Land Affairs Agency, South Kalimantan Province (process of completing the requirements of Land Use Rights License) in accordance with Letter of Regional Office of National Land Affairs Agency of South Kalimantan No. 0046/9-63/I/2010 dated January 23, 2010 regarding on Application for Land Use Rights in the name of PT Swadaya Andika along with the Letter of Regional Office of National Land Affairs of South Kalimantan Office No. 540.2/46/179/BPN-43 dated March 5, 2009 regarding on Field Research for Land Investigation on B in the name of PT Swadaya Andika covering 62.96 hectares in Kotabaru District.</p> <p>The company must complete the process of Land Use Rights licensing of the area covering 62.93 hectares in Regional Office of National Land Affairs of South Kalimantan.</p> <p>Non-conformance in this indicator is Minor 2011-22.</p>	X
S1		
S2		
S3		
S4		
2.2.2	Evidence that legal boundaries are clearly demarcated and visibly maintained.	
ST1	<p>a. Every Certificate of Land Use Rights (HGU) is equipped with Measurement Certificate containing plans and poles of Land Use Rights based on the measuring result, for example the Land Use Rights No 32 year 2002 is based on measurement certificate No. 01. RTB/2002.</p> <p>b. PT SAA has not arranged maintenance plans of Land Use Rights Boundary Poles regularly.</p> <p>c. Based on the field visit in Block D 01 and B 01 Lanting Estate (Border of PT SAA Land Use Rights with PT LMR) there was not enough evidence that the Land Use Rights poles were well-maintained.</p> <p>d. PT SAA must identify the Land Use Rights Boundary Poles and arrange maintenance plans of the Boundary Poles regularly. In the process of maintaining and installing the Land Use Rights Boundary Poles, PT SAA needs to consult with the relevant agencies to fulfil regulations in maintaining the Land Use Rights Boundary Poles (for example; the poles size, code writing, poles colours, and so on).</p> <p>Non-conformance in this indicator is CAR-2011.02</p>	X
ST2	<p>PT SAA has arranged Program of Land Use Rights Boundary Poles Maintenance year 2011 dated May 9, 2011 with activities as follows:</p> <ol style="list-style-type: none"> Land Use Rights Poles Inventory. Repairing missing and damaged poles in coordination with National Land Affairs Agency. Maintenance of Land use Rights Poles. Monitoring the Program of Poles Maintenance. <p>PT SAA has conducted an inventory with the following results;</p>	X

No	Estate	Total	Missing	Exist	% Missing	% Exist
1	Selabak Estate	104				
	Huge pole	18	8	10	44%	56%
	Small pole	86			Not inventoried yet	Not inventoried yet
2	Randi Estate	91	65	26	71%	29%
	Huge pole	22	8	14	36%	64%
	Small pole	69	57	12	83%	17%
3	Sangkuh Estate	174				
	Huge pole	43	9	34	21%	79%
	Small pole	131			Not inventoried yet	Not inventoried yet
4	Lanting Estate	103	87	16	84%	16%
	Huge pole	30	19	11	63%	37%
	Small pole	73	68	5	93%	7%
	Total	472				
	Huge pole	113	44	69	39%	61%
	Small pole	359				

Reference: PT SAA Identification Result, 2011

PT SAA has conducted repair to the Land Use Rights Poles in the form of;

- a. Cleaning the Land Use Rights poles.
- b. Re-painting and numbering the Land Use Rights Poles according to the identity in the Book of Poles.

The company has not fully taken inventory to the small poles of Land Use Rights (Sangkoh Estate and Selabak Estate).

The numbers of Large Poles covering 61% of the existing large poles are still on the field.

From 2 Estates that have conducted Land Use Rights Identification, the data obtained that many small poles have no longer exist on the field. (RDE = 83% lost small poles, LNE= 93% small poles have been missing)

Based on the verification result on the field, the data obtained following results:

1. Land Use Rights Poles of LMR 1 (Lanting Estate); Poles' Identity is clearly legible and has been repaired (repainting).
2. Land Use Rights Poles of LMR 2 (Lanting Estate); Poles' Identity is clearly legible and has been repaired (repainting).
3. Land Use Rights Poles of LMR 9 (Lanting Estate); Poles' Identity is clearly legible and still in good condition.
4. Land Use Rights Poles of LMR 12 (Lanting Estate); Poles' Identity is clearly legible and has been repaired (repainting).
5. Land Use Rights poles of SAA 1 (Randi Estate); Poles' Identity is clearly legible and still in good physical condition.
6. Land Use Rights Poles of SAA 2 (Randi Estate); Poles' Identity is clearly legible and still in good physical condition.
7. Land Use Rights Poles of SAA 3 (Randi Estate) was not identified/not legible but it is still in good physical condition.
8. Land Use Rights Poles of SAA 4 (Randi Estate); Poles' Identity is clearly legible and still in good physical condition.
9. Land Use Rights Poles of SAA 5 (Randi Estate); Poles' Identity is not legible and still in good condition; the pole is in sloping position.

Non-conformance status CAR-2011.02 is declared Open, Minor category.

S1

S2		
S3		
S4		
2.2.3	Where there are, or have been, disputes, proof of resolution or progress towards resolution by conflict resolution processes acceptable to all parties are implemented.	
ST1	Records of the conflict handling process include complaint letters from the community, internal process of PT SAA; public meeting with community who submitted the complaint witnessed by community leaders, village officials, and Conference of Sub-district heads (Muspika), meeting attendance list, minutes of the meeting and evidence on the compensatory payment handover/complaint solving realization. For example, Problem Solving of KKPA Bakau Village was handled with empowerment program (Rubber Estate Development by PT SAA).	✓
ST2	Same as Stage-1	✓
S1		
S2		
S3		
S4		
2.2.4	Evidence of land acquisition resolution with free prior and informed consent.	
ST1	<p>a. The Land Use Rights compensation process in this case is the document of Report of Compensatory Payment of the Occupational and Plant Growth Land in the Area of PT Swadaya Andika Palm Oil Mill II (Randi Estate) in Manunggal Lama Village/Sungai Durian Sub-District covering 10 hectares and in Bakau Village of Pamukan Utara Sub-District covering 123.25 hectares equipped with document of Statements of the Land Waiver acknowledged by the village and sub-district officials, compensatory payment receipts, and Compensation Minutes.</p> <p>b. All legal documents of land tenure are documented in Secretariat Office of RSPO PT Swadaya Andika (Copy).</p>	✓
ST2	Same as Stage-1.	✓
S1		
S2		
S3		
S4		
2.2.5	A mechanism to resolve conflict which is accepted by all parties	
ST1	SOP of Conflict Handling No. 050/SAA-PKF/10 dated July 1, 2010 is available in which the implementation of compensation is based on the result of land inventory, carried out with deliberation involving related parties (claimants, Conference of Sub-district heads (Muspika), village officials, Plantation Service Department, and the manager). Measuring is conducted by the Research and the result is in the form of indemnity and payment implementation plan.	✓
ST2	Same as Stage-1.	✓
S1		
S2		
S3		
S4		
2.3	Use of land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.	
2.3.1	Records of any negotiated agreements between traditional owners of land and plantation companies (if any), supplemented with maps in appropriate scale.	
ST1	Not applicable.	NA

	Based on the information given by SAA Management (Mr. M. Nurhidayat), there are not any Traditional Rights within the working area of PT SAA. In addition, the result of interview with community leaders of Tabasan Village, Bakau Village stated that the pattern of land ownership is in the form of personal claim/ownership.	
ST2	Based on the Letter of National Land Affairs Agency of Kotabaru District to PT SAA No. 000/02/KP-10 dated September 2, 2010 on Status of Customary Rights/Customary Land mentioned that; <ol style="list-style-type: none"> 1. Status of land especially in Kotabaru District until now has never had any provision of regulation governing the status of customary rights/customary land. 2. All Land Use Rights issued by the National Land Affairs Agency and during the process of the rights, there has not any lands belong to Customary Rights/Customary Lands found, especially within the area of Kotabaru District. 	NA
S1		
S2		
S3		
S4		
2.3.2	Maps of an appropriate scale showing extent of recognised customary rights.	
ST1	Not applicable. The result of interview with the community leaders of Tabasan Village and Bakau Village stated that the pattern of land ownership is in the form of personal claim/ownership.	NA
ST2	Based on the Letter of National Land Affairs Agency of Kotabaru District to PT SAA No. 000/02/KP-10 dated September 2, 2010 on Status of Customary Rights/Customary Land mentioned that; <ol style="list-style-type: none"> 1. Status of land especially in Kotabaru District until now has never had any provision of regulation governing the status of customary rights/customary land. 2. All Land Use Rights issued by the National Land Affairs Agency and during the process of the rights, there has not any lands belong to Customary Rights/Customary Lands found, especially within the area of Kotabaru District. 	NA
S1		
S2		
S3		
S4		
2.3.3	Copies of negotiated agreements detailing process of consent	
ST1	Not applicable. Based on the information given by SAA Management (Mr. M. Nurhidayat), there are not any Traditional Rights within the working area of PT SAA. Claims that occur in PT SAA are based on the personal ownership claims and the development of KKPA is not based on the traditional rights tenure. Settlement of claims is made by the progress of empowerment in the rubber plantation development.	NA
ST2	Same as Stage-1	NA
S1		
S2		
S4		
PRINCIPLE #3 COMMITMENT TO LONG-TERM ECONOMIC AND FINANCIAL FEASIBILITY		
3.1	There is an implemented management plan that aims to achieve long-term economic and financial viability.	

3.1.1 A documented working plan of the company for a minimum of 3 years period.		
ST1	Documents of company's work plan of 4-year period are available in the form of Budget 2010/2011 and Budget Projection 2012-2014, endorsed by Yahya Bin Arifin (SGM PO-KaISul). The budget projection year 2012-2014 include items of production activity – Mature Plants, Immature Plants, not-planted area, reserve area to be planted, seeds, roads and bridges, Labour, Mature upkeep, manuring, harvesting and collection, transport, New road, and upkeep road.	✓
ST2	Same as Stage-1. Documents of company's work plan for 4-year period are available in the form of budget projection 2010-2014 that are reviewed every year.	✓
S1		
S2		
S3		
S4		
3.1.2 Annual replanting programme, where applicable, projected for a minimum of 5 years with yearly review.		
ST1	There is not any replanting plan until 2014. The longest Planting Year was in 1994 in Selabak Estate.	NA
ST2	The company has demonstrated replanting program areas of Sungai Durian include Randi Estate, Sangkoh, Selabak, and Lanting (PT LMR) by stating the time, replanting area and average production per hectare. Replanting plan in Lanting Estate in the period of 2015-2016 covers 250.69 hectares.	✓
S1		
S2		
S3		
S4		
PRINCIPLE #4 USE OF APPROPRIATE BEST PRACTICES BY GROWER AND MILLERS		
4.1 Operating procedures are appropriately documented and consistently implemented and monitored.		
4.1.1 Standard Operating Procedures (SOPs) for estates, from land clearing to harvesting.		
ST1	SOP of Estate is available starting from Land Clearing activity up to harvesting; <ol style="list-style-type: none"> 1. Document of Estate SOP contains activity from land clearing, seeding, land opening and maintaining, peat land management, Legume crops planting, oil palm planting, stakes census and Identification, making harvesting path (<i>titi panen</i>), weed control, pest control, Block Spraying, Fertilization, Harvesting, pruning, Land and Water Conservation, <i>Nephrolepis</i> Planting, <i>beneficial plant</i> planting, Water gate, POME application. 2. Standard Operating Procedure. Agriculture Reference Manual No. Policy: 110/EST-ARM/08. 3. Document of Estate SOP of PT SAA containing the Use of Spraying APD, fertilizing APD, Hazardous Waste Management and Storage Room, Buffer Zone Management, Pesticide packaging storage, Conflict Handling, and Management of Conservation Areas. 	✓
ST2	Procedures of estate activities from land clearing up to harvesting are stated in Agriculture reference Manual, in addition, there are also other procedures regarding more specific technical activities.	✓
S1		
S2		
S3		
S4		

4.1.2	Standard Operating Procedures (SOPs) for mills, from reception of FFB to dispatch of Crude Palm Oil and Palm Kernel Oil.	
ST1	The mill SOP is available from FFB reception activity up to CPO & PKO <i>dispatch</i> ; 1. SOP of activities in the Mill contains activity guidelines of: fruits reception at the mill, scaling operation, loading ramp station, boiling station, beating, Press, Nut and Kernel, Clarification Station, Boiler, machinery Room, water treatment, Laboratory, preventive maintenance, hazard identification, assessment and risk control, Lock out and Tag out, mechanical work, welding, use of APD, safety of contractor workers, Fire Extinguisher inspection, Kernel Truck Sealing, CPO Tank Truck Inspection, Storage Tank Cleaning, CPO Truck Sealing, Hazardous and Non-Hazardous Waste Management. 2. Document of Standard Operating Procedure. Work Guideline of TQEM Field Assistant No. Policy: 721/TQEM-PKA/08. It contains Inspection on Quality of Harvesting cluster, fruits quality at the Palm Oil Mill, and inspection on Occupational Health and Safety implementation.	✓
ST2	The company has a procedure governing activities in the mill from FFB reception to the CPO and PK <i>dispatch</i> which are listed in the mill SOP document, TQEM field assistant work guidelines, and product traceability guidelines.	✓
S1		
S2		
S3		
S4		
4.1.3	Records of checking or monitoring of operations. Minimum requirement: once a year	
ST1	Inspection activity of internal audit operational activity is conducted at least once a year in accordance with implementation and monitoring procedure No. Policy 724/TQEM-SPMS/09. There are internal audit results for example; <ul style="list-style-type: none"> • Visit of Plantation Advisory (PA) by Show Heng Kin on March 22-24, 2010 in Selabak Estate. The audit results include review of seeding, immature plants, mature plants, circle and path maintenance, pest control, and Workshop. • Qualitative Performance Review on February 11-14, 2011. • Internal audit which is focused on the company's financial aspects. The audit was conducted on February 12, 2010. • Internal audit of Mill Advisory in Selabak Mill on February 19-21, 2011 • Internal audit of Mill Advisory in Selabak Mill on August 8-9, 2010 • Internal audit of Mill Advisory in Selabak Mill on April 20, 2010. 	✓
ST2	Same as Stage-1.	✓
S1		
S2		
S3		
S4		
4.1.4	Records of operational results	
ST1	There is FFB production recapitulation at Randi Estate containing the actual achievement of production against the Budget in 2010. There is FFB reception monitoring, Extraction, and POM Selabak delivery in 2010.	✓
ST2	Same as Stage 1	
S1		
S2		
S3		
S4		

4.2	Practices maintain soil fertility, or where possible improve soil fertility to a level that ensures optimal and sustained yield.	
4.2.1	Records of regular soil, leaf and visual analysis.	
ST1	Will be verified on Stage 2.	
ST2	Activity Records are available, such as:	✓
	<p>1. Ground analysis activity:</p> <ul style="list-style-type: none"> - Observation ground survey has been conducted in 2005 for SLE, RDE, SNE, and LNE. - Study on feasibility survey for lowland has been conducted in 2006 in LNE. - Based on Letter from MRC for SOU Chairman with No. 034/RST-BJB/05/2011 dated May 12, 2011, condition of the detailed ground survey implementation: <ol style="list-style-type: none"> 1. RDE progress ground survey (Year 2011) 2. SLE is planned in 2012 3. SNE is planned 2012 4. LNE ground survey has been completed (Year 2011) reporting 2012 <p>2. Leaf sampling analysis activity The company conducts leaf sampling every year as a recommendation for the next period fertilization. The result of leaf sampling is analyzed by MRC (<i>Minamas Research Centre</i>) of Riau Province. Measurement to the content of Nitrogen, Phosphor, Potassium, Magnesium, and Boron. Leaf sampling test results are used to recommend the allocation of RP, Dolomite, and Borate fertilizers. Data of leaf analysis results are available include SLE, RDE, LNE, SNE.</p> <p>3. Visual analysis activity Based on the incoming mail (E-mail) from Sime Darby regarding the field visit to see the inhibition of growth, soil nutrient deficiency, and yellow plants as well as in order to forming fertilization recommendation implemented by MRC. Ground analysis activity based on the visual observation on the field which is conducted periodically per semester.</p>	
S1		
S2		
S3		
S4		
4.2.2	Records of efforts to maintain and increase soil fertility (e.g. the use of fertilizer, legume cover crops, compost, and land applications of POME or EFB) based on the results of analysis carried out as in Point 1 above.	
ST1	Will be verified on Stage 2	
ST2	<p>The activity to maintain and to improve soil fertility is based on the analysis results in 4.2.1. It is available for leaf test analysis, visual analysis and observation ground analysis while for the detailed ground analysis as a whole is not yet available.</p> <p>Records of activity to maintain and to improve soil fertility (through fertilization, legume crops, empty bunch application, application land).</p> <p>1. Legume crops are applied during planting based on the data of legume crops program realization in SNE and have been applied in Block C012 Division III covering seluas 5.75 hectares; in SLE in 2007 applied in Block D012, F002, F001, G002 and G001.</p>	X
	2. Fertilization and empty fruit bunch application based on the fertilization realization on January to April 2011:	

NO	Estate	TYPES OF FERTILIZER (TONS)					EFB (TONS)
		NK Blend	Rock Phosphate	Kies	HGFB	TOTAL	
1	RDE	719.00	232.00	22.00	25.00	998.00	14,322
2	SNE	675.25	310.00	71.48	22.35	1,079.14	7,525
3	SLE	789.59	-	-	-	789.59	1,154
4	LNE	507.94	-	-	16.49	524.43	4,403

Application Land: There is a license of land application from the Decree of Head of Kotabaru District No. 188.45/373/KUM/2009 covering 144 hectares valid for 2 years since October 30, 2009.

3. The Use of POME that was implemented in Selabak Estate.

DIV	BLOCK	YEAR OF PLANTING	COVERAGE	APPLICATION STAKES	NUMBERS OF FLATBED
II	F16	1996	43	23	765
	G14	1998	33	20	1,043
	G15	1998	25	23	1,876
	G16	1998	43	20	3,302
			144	86	6,985
III	E22	1996	31	-	2,367
	E23	1996	30	-	3,199
	F17	1995	30	25	2,569
	F18	1995	25	25	2,344
	F20	1995	34	14	1,296
	F21	1996	29	29	674
	G17	1996	24	24	565
			203	117	13,014
			347	203	20,000

Based on the recapitulation data of Mill Fluent application (POME) in 2010.

PUMPS										TRUCK		
BLOCK G14		BLOCK G15		BLOCK G16		BLOCK F16		BLOCK F17		TOTAL	BLOCK F20	
HOUR	M ³	HOUR	M ³	HOUR	M ³	HOUR	M ³	HOUR	M ³	M ³	HOUR	TONS
134	4,020	1,403	42,092	1,483	44,485	291	8,715	616	18,465	119,518	152	1,741

On February 2011, POME was applied to Block F18 for 13 hours 390 m³. On January 2010 was applied to Block F20 by trucks for 152 rates covering 1,741 tons. To monitor the success of land application, soil samples test was conducted that produced the enhancement of potassium (K) unsure and P Bray especially in the depth of 0-20 cm.

Land Application activity covering 90 hectares located in Block G14, G15, G16, F16, F17, F18, and F20 are still within the areas permitted based on the Decree of Head of Kotabaru District No. 188.45/373/KUM/2009 covering 144 hectares, however there was an addition of Block application in G14 Div II and F18 Div III (outside permitted areas). The company has made Minutes of Displacement for some location of Land Application to Block G14 and F18 signed by the Chairman of SOU and the Manager of Selabak Estate on June 10, 2011 considering topographical condition which causes negative effects to environment.

Non-conformance status in this indicator is CFA-2011.24.

S1

S2

S3

S4

4.3	Practices of minimising and controlling erosion and degradation of soils.																																																													
4.3.1	Maps of fragile soils must be available.																																																													
ST1	Will be verified at the time of stage 2 activity.																																																													
ST2	<ul style="list-style-type: none"> - The company does not have the marginal soil map. - The company has owned the soil map of Feasibility Study results in year 2006 for lowland at LNE. Detailed soil survey at Randi and Lanting Estate is on progress while for Selabak Estate and Sangkoh Estate will be implemented in year 2012. <p>Non-conformance status in this indicator is CAR-2011.25 as Minor</p>	X																																																												
S1																																																														
S2																																																														
S3																																																														
S4																																																														
4.3.2	A management strategy should exist for planting on slopes above a certain limit (needs to be soils and climate specific).																																																													
ST1	Will be verified at the time of stage 2 activity.																																																													
ST2	<p>Strategy taken for planting in areas with certain slope was through the establishment of silt pit, u-shape, and concatenated terrace.</p> <p>Recapitulation of steep land management activities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">NO</th> <th style="width: 45%;">ESTATE</th> <th style="width: 45%;">REALIZATION FROM JULY 2010 TO APRIL 2011</th> </tr> <tr> <td></td> <td></td> <td align="center">UNIT</td> </tr> </thead> <tbody> <tr> <td>A.</td> <td>SILTPIT (UNIT)</td> <td></td> </tr> <tr> <td>1</td> <td>RDE</td> <td align="right">1,389</td> </tr> <tr> <td>2</td> <td>SNE</td> <td align="center">-</td> </tr> <tr> <td>3</td> <td>SLE</td> <td align="center">-</td> </tr> <tr> <td>4</td> <td>LNE</td> <td align="right">6,018</td> </tr> <tr> <td colspan="2">TOTAL</td> <td align="right">7,407</td> </tr> <tr> <td>B,</td> <td>'U' SHAPE (HA)</td> <td></td> </tr> <tr> <td>1</td> <td>RDE</td> <td align="right">2,204</td> </tr> <tr> <td>2</td> <td>SNE</td> <td align="right">1,531.8</td> </tr> <tr> <td>3</td> <td>SLE</td> <td align="right">1,348.4</td> </tr> <tr> <td>4</td> <td>LNE</td> <td align="right">3,259.2</td> </tr> <tr> <td colspan="2">TOTAL</td> <td align="right">8,343.2</td> </tr> <tr> <td>C,</td> <td>CONCATENATED TERRACE (M)</td> <td></td> </tr> <tr> <td>1</td> <td>RDE</td> <td align="right">127,904</td> </tr> <tr> <td>2</td> <td>SNE</td> <td align="right">61,085</td> </tr> <tr> <td>3</td> <td>SLE</td> <td align="right">257,946</td> </tr> <tr> <td>4</td> <td>LNE</td> <td align="center">-</td> </tr> <tr> <td colspan="2">TOTAL</td> <td align="right">446,935</td> </tr> </tbody> </table> <p>The company has implemented strategies for planting in areas with a certain slope and has conducted the monitoring of the management effectiveness level with erosion measurement standard, however the erosion measurement application needed to be accomplished with the addition sample points based on the considerations of measured area condition representation.</p> <p>Non-conformance status in this indicator is CAR-2011.26, CFA category.</p>	NO	ESTATE	REALIZATION FROM JULY 2010 TO APRIL 2011			UNIT	A.	SILTPIT (UNIT)		1	RDE	1,389	2	SNE	-	3	SLE	-	4	LNE	6,018	TOTAL		7,407	B,	'U' SHAPE (HA)		1	RDE	2,204	2	SNE	1,531.8	3	SLE	1,348.4	4	LNE	3,259.2	TOTAL		8,343.2	C,	CONCATENATED TERRACE (M)		1	RDE	127,904	2	SNE	61,085	3	SLE	257,946	4	LNE	-	TOTAL		446,935	X
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S1																																																														
S2																																																														

S3		
S4		
4.3.3	Presence of a road maintenance program.	
ST1	Will be verified at the time of stage 2 activity.	
ST2	SOP of Road Establishment and Maintenance (047/SAA-PPJ/10) which was used in road maintenance program is available. Road maintenance data for each estate is available: <ul style="list-style-type: none"> - Lanting Estate (LNE): period of July 2010 – April 2011 8.83 Km (Total 15.00 Km) - Randi Estate (RDE): period of July 2010 – April 2011 4.08 Km (Total 16.52 Km) - Sangkoh Estate (SNE): period of July 2010 – April 2011 14.56 Km (Total 12.60 Km) - Selabak Estate (SLE): period of July 2010 – April 2011 9.91 Km (Total 19.85 Km) 	√
S1		
S2		
S3		
S4		
4.3.4	Subsidence of peat soils should be minimised under an effective and documented water management programme	
ST1	Will be verified at the time of stage 2 activity.	
ST2	Based on the document of review soil survey and evaluation of land feasibility level at PT. SAA, there was no peat soil found in the company working area. Result of Study Feasibility Survey indicated the presence of lowland in LNE in year 2006 at 3 (three) locations : Location I 220 Ha, Location II 80 Ha and Location III 60 Ha. Management conducted for surface water level handling(management) was through the establishment of water gate at intake which affected by tides so that main plant blocks will not be flooded during tide or rain (water management).	√
S1		
S2		
S3		
S4		
4.3.5	A management strategy should be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils)	
ST1	Will be verified at the time of stage 2 activity.	
ST2	<ul style="list-style-type: none"> - The company has owned the management strategy of land with low organic material content based on the results of land survey analysis (2005 & 2006), as well as the results of leaf test analysis and visual observations by MRC to give recommendations of fertilization activities - Fertilization activities were referred to SOP of Fertilization (037/SAA-PMK/10). - Water treatment (management) was applied for critical land management strategy (lowland). 	√
S1		
S2		
S3		
S4		
4.4	Practices maintaining the quality and availability of surface and ground water.	
4.4.1	Protection of watercourses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting.	
ST1	There were some company policies in order to maintain the quality and availability of water, such as: (1) Avoiding the	X

	<p>use of chemicals in all areas which were designated as river buffer zone and source of water. (2) Restoring the function of protected areas of the entire river buffer zone areas which have been established as HCV 1 area, by way of rehabilitating the nature river riparian as wide as 50 meters on the left and right of the river (Memorandum of Head Plantation Office - HPO No. POD-UM-038/II/ 2011 on February 11, 2011). However, the company was not consistent with the buffer zone policies, For example; the application of chemicals within 50 meters of right-left side at Randi river was still found. There was no sufficient evidence regarding the implementation of the restoration of protected areas function of the entire river riparian areas that have been established as HCV 1.</p> <p>Non-conformance in this indicator is CAR-2011.03</p>	
ST2	<p>Wetlands and waterways protection activities including the activity of maintaining and securing the area of river riparian consist of :</p> <ol style="list-style-type: none"> 1. Creating the HCV Plan Management Program at PT Swadaya Andika 2. Creating the SOP of Buffer Zone Management (024/SAA-PBZ/10) and to ensure the non-occurrence of chemicals application at river buffer zone, the Work Instruction of Inspection of Non-application of chemicals at buffer zone was issued and the monitoring of chemicals inspection at buffer zone area 1 week after spraying and 1 day after fertilizing was conducted. If fertilization application is occurred then cleaning will be done manually, collected and applied to plants outside the bufferzone, in addition to that safety briefing is implemented prior to chemicals application activities. 3. Making signboards and riparian boundary markers in the form of yellow paint. 4. Planting of wooden plants at HCV area. 5. Implementation of protection activities : <ul style="list-style-type: none"> - Based on the study of SNE spraying and fertilizer teams trainings minutes records, implementation of trainings has been conducted since May 5, 2011; based on the records of the monitoring of chemicals inspection at buffer zone areas (E32, E33, F32, D33) SNE, there was no application of chemicals on plants that located in the buffer zone. - Based on wooden plants planting monitoring data at HCV area (Buffer Zone) year 2011, planting has been done since April 2011. 6. Socialization of RSPO, HCV, Buffer zone in SLE on May 29, 2011 for Assistant and Staff. 7. Socialization of Buffer zone at SLE (June 4, 2011); SNE (March 15, 2011); LNE (March 29, 2011); and RDE (March 30, 2011) for spray, fertilizer and harvest workers. 8. Socialization to community surrounding PT SAA on May 26, 2011. <p>Non-conformance status of CAR-2011.03 closed</p>	√
S1		
S2		
S3		
S4		
4.4.2	Record of implementation water management program	
ST1	<p>Record of the implementation of water management program is available in the form of the document of Environmental Management Plan and Environmental Monitoring Plan Period II (July – December 2010). Testing was also conducted by the Center of Industrial Research and Standardization, Banjar Baru. The latest test was conducted on October 15, 2011. There were 11 parameters taken to be tested.</p> <p>Record of the implementation of river quality testing which conducted by the Laboratory of</p>	√
	<p>Environmental and Commodity Testing, Center of Industrial Research and Standardization, Banjar Baru District, South Kalimantan is available. River water quality testing is conducted every 6 (six) months. The organization also has had the testing result of water quality of monitoring wells which are located in the area of land application. Water quality testing includes pH, BOD, COD, total suspended, total nitrogen, content of Cd, CU, Pb and Zn. Result of water testing on August 19, 2010 in accordance with Report of Testing NO: 2165-PU/CU/BPPIP/BRSSBB/08/2010</p>	

	<p>that shows as follow :</p> <p>- pH 7.53; BOD 40.5 mg/l; COD 82.763 mg/l; Total Suspended Solid 201 mg/l; Ammonia (NH₃) 0.055 mg/l; Oil and Fat <1 mg/l; Nitrogen total 4.397 mg/l; Cadmium (Cd) <0.001 mg/l; Cuprum (Cu) 0.033 mg/l; Plumbum (Pb) <0.001 mg/l; Zn 0.088 mg/l.</p> <p>Meanwhile, result of monitoring wells testing based on the document of Test Result Report No. 2164-PU/CU/BPPIP/BRSSBB/02/2010 on August 19, 2010. Result of testing shows as follow : pH 7.10; BOD 37.2 mg/l; COD 80.979 mg/l; Total Suspended Solid 305 mg/l; Ammonia (NH₃) 0.043 mg/l; Oil and Fat <1 mg/l; Nitrogen total 15.125 mg/l; Cadmium (Cd) <0.001 mg/l; Cuprum (Cu) 0.057 mg/l; Plumbum (Pb) <0.001 mg/l; Zn 0.144 mg/l.</p> <p>From result of testing to river water quality, value of 82.76 mg/l COD and 40.5 mg/l BOD₅ were obtained. Compared to Government Regulation. No. 82 year 2001, these both parameters have exceeded the Environmental Quality Standard (EQL/BML).</p>																																		
S1	<p>Same as Stage-1.</p> <p>Record of the implementation of water management program is available, namely :</p> <ol style="list-style-type: none"> 1. Implementing the activities of river water quality monitoring. 2. Based on the data of wooden plants planting monitoring at HCV area (Buffer Zone) Year 2011, planting has been conducted since April 2011. 3. Making identity boards, prohibition boards and yellow borders at oil palm stakes to prevent the spraying of chemicals at buffer zone area. <p>The company has conducted the monitoring of river water quality, but it has not yet described the representation of river water quality at inlet and outlet which set forth in EIA study as related to the findings of Tandilang river water quality testing that exceed the Environmental Quality Standard (BOD and Nitrogen) based on Government Regulation No. 82 year 2001. Non-conformance status in this indicator is CAR-2011.27, Minor category.</p>	X																																	
S2																																			
S3																																			
S4																																			
4.4.3	Monitoring of effluent BOD																																		
ST1	<p>Record of Mill's effluent (liquid waste) BOD which was outlined in the report of Environmental Management Plan and Environmental Monitoring Plan is available. Testing parameters were set by the Centre of Industrial Research and Standardization, Banjar Baru. The latest testing was conducted on October 15, 2010. From result of testing to BOD value of mill effluent, value of 420 mg/l was obtained.</p>	✓																																	
ST2	<p>Record of the implementation of BOD testing is conducted every month by the Laboratory of Environmental and Commodity Testing, Center of Industrial and Standardization, Banjar Baru South Kalimantan.</p> <p>Here are the results of the testing of BOD content (mg/l) year 2011, by the Laboratory of Environmental and Commodity Testing, Center of Industrial and Standardization, Banjar Baru South Kalimantan.</p> <table border="1" data-bbox="252 1585 1329 2045"> <thead> <tr> <th rowspan="2">NO</th> <th rowspan="2">LOCATION</th> <th colspan="3">TIME</th> <th rowspan="2">TRESHOLD</th> </tr> <tr> <th>FEB 2011</th> <th>MARCH 2011</th> <th>APRIL 2011</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monitoring Well (SLE-F19)</td> <td>11.40</td> <td>22.80 SLE-F 17</td> <td>24.60 SLE-F 17; 10.20 SLE-F 18; 28.80 SLE-E; 19</td> <td>100</td> </tr> <tr> <td>2</td> <td>River water (SLE-C126)</td> <td>14.40</td> <td>16.50</td> <td>16.5</td> <td>100</td> </tr> <tr> <td>3</td> <td>Application Land Pond 09</td> <td>525</td> <td>720</td> <td>1,245</td> <td>5,000</td> </tr> <tr> <td>4</td> <td>Sedimentation Pond</td> <td>33</td> <td>93</td> <td>5.1</td> <td>100</td> </tr> </tbody> </table>	NO	LOCATION	TIME			TRESHOLD	FEB 2011	MARCH 2011	APRIL 2011	1	Monitoring Well (SLE-F19)	11.40	22.80 SLE-F 17	24.60 SLE-F 17; 10.20 SLE-F 18; 28.80 SLE-E; 19	100	2	River water (SLE-C126)	14.40	16.50	16.5	100	3	Application Land Pond 09	525	720	1,245	5,000	4	Sedimentation Pond	33	93	5.1	100	✓
NO	LOCATION			TIME				TRESHOLD																											
		FEB 2011	MARCH 2011	APRIL 2011																															
1	Monitoring Well (SLE-F19)	11.40	22.80 SLE-F 17	24.60 SLE-F 17; 10.20 SLE-F 18; 28.80 SLE-E; 19	100																														
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S1		
S2		
S3		
S4		
4.4.4	Monitoring of mill water use per tonne of FFB	
ST1	Available in the document of monthly water usage monitoring, and presented in the form of matriks and graphs. Record of water usage on Fresh Fruit Bunch in average 1.10 ton water/ FFB and actual 1.02 ton water/FFB.	✓
ST2	Based on the monitoring data of water usage on FFB, 1 m ³ /ton of water was used. The actual of water usage is below the budget (1.1 m ³ /ton). For the period: January – April 2011, the actual of water usage is 17,351 m ³ which was under the budget of use (18,614 m ³). Document of the use of water for the processing of FFB is available in the form of matrices and graphs. From result of calculation, it was obtained that the efficiency of water use was as much as 97.27 % (Comparison between actual and budget), or 1.07 ton water/ton of FFB ; 1.1 ton water/ton of FFB.	✓
S1		
S2		
S3		
S4		
4.5	Pest, disease, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	
4.5.1	An IPM plan is documented and updated	
ST1	Some of the Integrated Pest Management Program (IPM) that have been implemented by the company, namely : <ul style="list-style-type: none"> a. Budget program and the actual of <i>beneficial plants</i> planting in Sangkoh Estate for the planting of <i>Turnera Subulata</i>, <i>Casia cobanensis</i>, and <i>Antigonon leptosus</i>. The actual of <i>Turnera subulata</i> planting until March 2011 is 800 metres from the budget of 563 meters. While the planting of <i>Casia cobanensis</i> is 3,120 meters for total budget of 5,063 meters. These data based on the document of actual beneficial plants planting versus budget period January 2010 – December 2011. b. Monitoring of rats attacks at Sangkoh Estate, December 2011. Census is conducted periodically once a month. December data showed no attacks of rats. Data of January and February also showed no attacks of rats. c. Monitoring of neetle caterpillar attacks at Sangkoh Estate. Census is conducted periodically once a month. December 2010 data showed no attacks of neetle caterpillar. Data of January and February 2011 also showed no attacks of neetle caterpillar. d. Nest Box Monitoring of Sangkoh Estate. e. Monitoring of termites attacks at Sangkoh Estate. December 2010 data showed no attacks of termites. Data of January and February 2011 also showed no attacks of termites. 	✓
ST2	Types of pests which were identified in the areas of PT. SAA Estate were neetle caterpillar, rats and termites. Efforts of pest management were performed through census of attacks and chemicals. Based on data of pests monitoring , no significant attacks were seen. Several efforts of integrated pest management are : <ul style="list-style-type: none"> a. Monitoring of neetle caterpillar attacks is conducted every month. If there's an increase of pests population, then census will be conducted once in two weeks. Census data in March 2011 at Division I Sangkoh Estate showed no attacks of caterpillar and larvae. b. Monitoring of rats attacks is conducted periodically. Census data in March 2011 at Division I Sangkoh Estate, showed no attacks of rats. c. Monitoring of termites attacks is conducted periodically. Census data in March 2011 at Division I Sangkoh Estate, showed no attacks of termites. d. Monitoring of Barn owl nest box. e. Program of beneficial plants planting in each estate. Types of beneficial plants that have been planted were <i>Turnera subulata</i> and <i>Casia cobanensis</i>. From the data of <i>beneficial plants</i> planting in May 2011 at 	✓

	Randi Estate, the planting of <i>Turnera subulata</i> on 2,200 meters area (Target 6,750 meters) can be seen. In addition to that, there were planting of <i>Turnera subulata</i> as much as 800 meters (target 6,750 meters), <i>Casia cobanensis</i> as much as 1,820 meters (target 6,750 meters).	
S1		
S2		
S3		
S4		
4.5.2	Monitoring extent of IPM implementation including training	
ST1	Records of Integrated Pest Management program monitoring are available, namely : <ul style="list-style-type: none"> Monitoring of <i>Beneficial Plant</i> planting at Randi Estate, January 2011, <i>Turnera Subulata</i> 7,900 m and <i>Antigonon Leptosus</i> 5,200 meter. Monitoring of Nest Box installation, based on the Document of Monitoring to Pests, Diseases and Control in February 2011, 17 nest boxes were found in improper condition, while 15 of them were in proper condition. The organization has not been able to show the record of trainings to IPM officers. Non-conformance in this indicator is CAR-2011.04	X
ST2	Record of the monitoring of integrated pest management area is available in each estate. The organization has conducted the trainings of <i>Integrated Pest management</i> at SLE hall and fields (Block J22 and C20) by MRC Crop Protection (Apit Saepullah) and Banjar Baru MRC (Imam S.). Material, minutes and documentation are available. IPM training was attended by Assistant, Expert of CQC (Crop Quality Control), plant expert, Foreman, Manager and Senior Manager of PT. SAA. Non-conformance status of CAR-2011.04 closed.	✓
S1		
S2		
S3		
S4		
4.5.3	Monitoring of pesticide toxicity units (a.i. /LD 50 per tonne of FFB or per hectare)	
ST1	See section 4.6.2 Stage 1.	✓
ST2	The company showing monitoring of pesticide toxicity unit's i.e data Randi estate on May 2011. <ol style="list-style-type: none"> <i>Glyphosat</i>: 290.1 litre of use, Area of application 1.182 ha. Rotation 3 times a year. Total Active ingredient 0.074 Active ingredient/ha. <i>Methyl Metsulfuron</i>: 1.52 kg of use, Area of application 26 ha, Rotation 3 times a year. Total Active ingredient 0.012 Active ingredient/ha. <i>Fluoroxypir</i>: 63.28 litre of use, Area of application 640 ha. Total of rotation 3 times a year. Total Active ingredient 0.03 Active ingredient/ha. <i>Triclophyr</i>: 143.50 litre of use, Area of application 254 ha. Total of rotation 3 times a year. Total Active ingredient 0.377 Active ingredient/ha. 	✓
S1		
S2		
S3		
S4		
4.6	Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.	
4.6.1	Evidence of use of only approved and registered agrochemicals permitted by the relevant authorities	
ST1	The company can show agrochemicals that have been registered by the agency. List of agrochemicals used includes: <ol style="list-style-type: none"> Prima-Up 480 SL, Active Ingredient: <i>Isoglifosat</i>; Registration No. RI. 1779/11-2007/T Registration Holder 	✓

	<p>PT. Centra Brasindo abadi</p> <p>b. Starane 400 EC, Active Ingredient: <i>Fluroksipir</i> 200 g/l, Registration No: RI.854/5-2004/T. Registration Holder PT. Dow AgroSciences Indonesia.</p> <p>c. Kenlon 480 EC, Active Ingredient: <i>Triklopir butoksil etil ester</i> 480 g/l. Registration No: RI. 2433/5-2006/T. Registration Holder PT. Kenso Indonesia.</p> <p>d. Meta-Prima 20 WDG, Active ingredient <i>Metil Metsulfuron</i> 20%, Registration No: RI. 1897/8-2003/T.</p> <p>There is license of usage and storage of pesticides at Selabak Estate based on the Decree of The Head of Social, Labor and Transmigration Agency, Kotabaru district No. KEP-053/Pestisida/ Disosnakertrans on February 25, 2011 for Decis, Matador and Lentrek pesticides.</p>	
ST2	During the implementation of stage-2 assessment, there are no changes of pesticides used.	✓
S1		
S2		
S3		
S4		
4.6.2	Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications).	
ST1	<p>Monitoring of the use of pesticides in December 2010, Sangkoh Estate.</p> <p>a. <i>Glyphosat</i>. 313.20 litre of use, Dose 0.71 litre/ha, Area of application 439 ha, Total of Rotation 3 times a year.</p> <p>b. <i>Methyl Metsulfuron</i>. 2.51 gram of use, Dose 0.01 grams/ha, Area of Application 452.70 ha, Total of Rotation 3 times a year.</p> <p>c. <i>Fluoroxypir</i>. 2.96 gram/ha of dose usage, Area of application 15 ha. Total of rotation 3 times a year.</p> <p>d. <i>Triclophyr</i>. 28.10 litre of use, Dose 0.06 litre/ha. Area of application 28.01 ha. Total of rotation 3 times a year.</p>	✓
ST2	<p>Data of agrochemicals used in each estate is available, for example the monitoring of pesticides toxicity, May 2011 at Randi estate:</p> <p>e. <i>Glyphosat</i>: 290.1 litre of use, Area of application 1.182 ha. Rotation 3 times a year. Total Active ingredient 0.074 Active ingredient/ha.</p> <p>f. <i>Methyl Metsulfuron</i>: 1.52 kg of use, Area of application 26 ha, Rotation 3 times a year. Total Active ingredient 0.012 Active ingredient/ha.</p> <p>g. <i>Fluoroxypir</i>. 63.28 litre of use, Area of application 640 ha. Total of rotation 3 times a year. Total Active ingredient 0.03 Active ingredient/ha.</p> <p>a. <i>Triclophyr</i>: 143.50 litre of use, Area of application 254 ha. Total of rotation 3 times a year. Total Active ingredient 0.377 Active ingredient/ha.</p>	✓
S1		
S2		
S3		
S4		
4.6.3	Documentary evidence that usage of agrochemicals is appropriate for the target species, given at correct dosage and applied by trained personnel in accordance with the product label and storage instructions.	
ST1	<p>See point 4.6.2 above.</p> <p>Training on the use of pesticides was conducted on October 16, 2011 at Randi Estate concerning the explanation of spray SOP, Occupational Health and Safety (OHS), Use of Personal Protection Equipment and simulation of spraying implementation.</p>	✓
ST2	Same as Stage-2.	✓
S1		
S2		
S3		

S4		
4.6.4	Waste material from agrochemicals including pesticides containers is properly disposed in accordance with laws and regulations.	
ST1	<p>Hazardous waste (B3) including the used pesticides packages were disposed according to the SOP of Hazardous waste and Non-Hazardous waste management (RSPO/5.3/PLB3&BB3). Hazardous and Non-Hazardous waste were categorized into waste of used oil, filters, diesel fuel, cotton clothes, batteries/accumulator (storage batteries), chemicals packages, garbage, old tires and scrap metal. Wastes that derived from estate were stored in a licensed location before it being sent to the licenced third party.</p> <p>However based on visit at Hazardous waste storage warehouse in Lanting Estate, there were Hazardous solid wastes found in a location that has not been licensed and the retention time has exceeded the 90 days maximum time in accordance with Government Regulation. No. 18 year 1999.</p> <p>Non-conformance in this indicator is CAR-2011.05.</p>	X
ST2	<p>Hazardous wastes (B3) were disposed according to the SOP of Hazardous waste and Non-Hazardous waste management (RSPO/5.3/PLB3&BB3). Hazardous and Non-Hazardous waste were categorized into waste of used oil, filters, diesel, cotton waste, batteries/accumulator (storage batteries), used pesticides packages, garbage, old tires and scrap metal.</p> <p>The company has been able to show the license of temporary storage location at Selabak POM, however based on field visits, there were locations of hazardous waste storage that have not been included in the license. That storaged Hazardous waste has exceed the maximum 90 days retention time. So that communication with the Environmental Agency of Kotabaru District is needed.</p> <p>At current, the company is proposing the development of Hazardous waste storage warehouse at Selabak Mill with capacity of 24,000 litres to accomodate Hazardous waste that derives from the estate.</p> <p>Non-conformance in this indicator open with CFA category.</p>	X
S1		
S2		
S3		
S4		
4.6.5	Documentary evidence that use of chemicals categorised as World Health Organisation Type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions, and paraquat, is reduced and/or eliminated.	
ST1	<p>Agrochemicals which are used by the company are chemicals listed at the competent authority. The company has committed to not using types of paraquat pesticides since November 2010 as outlined in the Memorandum of the turnover of Paraquat – Gramoxone with other pesticides at the area of Minamas Plantation No. POD-UM-125/X/2008 per date of November 28, 2010.</p>	✓
ST2	<p>Same as Stage-1. Pesticide with paraquat active ingredient has no longer been used since year 2009.</p>	✓
S1		
S2		
S3		
S4		
4.6.6	Records of the results of health check-up for those who apply agrochemicals.	
ST1	<p>Minutes of Medical Screening for spray worker on April 2010, October 2010 and January 14, 2011 for 17 workers at estate polyclinic by the company's doctor is available.</p> <p>The company has programmed the Medical Screening program for all employees of PT. SAA either in the estate or at mill. Periodic Medical screening program is conducted every 14 months, this has not been in accordance with the procedure with No. Policy 053/SAA-KBK/10 which arranges that the implementaion of screening must be conducted at least once in 12 months.</p> <p>Non-conformance in this indicator is CAR-2011.06, CFA category</p>	X
ST2	<p>Records of Medical screening implementation to spray workers and station operators by the company's doctors are available. Based on interview with Endang, medical screening was performed by company's doctors and experts of</p>	✓

	health. The medical screening program, either in the estate or at mill has been revised in accordance with procedure 053/SAA-KBK/10. Screening is conducted once a year in minimum. Doctors have applied to have an addition of laboratory equipments that can facilitate the future medical screening. Non-conformance status of CAR-2011.06 closed.	
S1		
S2		
S3		
S4		
4.6.7	Records showing that no work with pesticides for pregnant and breastfeeding women.	
ST1	The company has the policy of banning pregnant workers to work at spraying division. Evidence of work diversion for pregnant worker from spraying to maintenance division on behalf of Walidah on November 12, 2010 is available. There is also evidence of work diversion from spray worker to maintenance worker on behalf of Mitha Partimah November 5, 2010.	✓
ST2	The company has the record of pregnant and breastfeeding women monitoring. Newati (Maintenance), Nurjanah (Teacher), Zulaini (Maintenance), and Walidah (Spray worker) were identified as pregnant and breastfeeding, so that they had to be transferred to other works. Record at Selabak Estate on behalf of Aslikah (Spray worker in Division II) who was transferred into maintenance work since June 3, 2011 is also available. Based on interview with the concerned, her job was diverted to fruit loose maintenance work.	✓
S1		
S2		
S3		
S4		
4.7	An occupational health and safety plan is documented, effectively communicated and implemented.	
4.7.1	Evidence of a documented occupational safety and health (OSH) policy and its implementation.	
ST1	The company has the policy of Occupational Health and Safety with No. Policy 724/TQEM-SPMS/09 concerning the commitment to improve the occupational health and safety which includes the employees, contractors and guests through Occupational Health and Safety management. Minamas has established the OHS system that focused on several points, such as: 1. Formulating, establishing and implementing the occupational health and safety system. 2. Staff/employee is trained according to his/her competence in the work field. 3. Complying Laws, Rules (PP) and Regulations that have been established by Minamas on Occupational Health and Safety. 4. Continually improving the performance of Occupational Health and Safety.	✓
ST2	Same as Stage 1	✓
S1		
S2		
S3		
S4		
4.7.2	Responsible person for health and safety programmes are to be identified and records of regular meetings to discuss health, safety and welfare issues must be kept.	
ST1	The company has owned the Advisory committee of Occupational Health and Safety at each estate and mill which has been approved by the Social, Labor and Transmigration Agency of Kotabaru District. Structure of the Advisory committee of Occupational Health and Safety board consists of Chairman, Vice Chairman, Secretary, Section of Transportation and Garage, Section of firefigtigs, section of chemicals and environment, Supply Section, documents and archives; Health Section. Evidence of the organization endorsement by the competent authority is available.	X
	- Decree No. KEP.079/P2K3/Disosnakertrans for the Advisory committee of Occupational Health and Safety at	

	Selabak Estate on February 28, 2011 - Decree No. KEP.076/P2K3/Disosnakertrans for the Advisory committee of Occupational Health and Safety at Sangkoh Estate on February 28, 2011	
	- Decree No. KEP.078/P2K3/Disosnakertrans for the Advisory committee of Occupational Health and Safety at Randi Estate on February 28, 2011 - Decree No. KEP.077/P2K3/Disosnakertrans for the Advisory committee of Occupational Health and Safety at Lanting Estate on February 28, 2011 - Decree for the Advisory committee of Occupational Health and Safety at Selabak POM is not available. The company which in this case is the Advisory committee of Occupational Health and Safety has conducted meeting with OHS team every 3 months, attendance list and Report are available. Sangkoh OHS Meeting was already conducted on the 4th quarter of year 2010. The receipt of Randi Estate OHS report submission to Social, Labor and Transmigration Agency is available. Non-conformance in this indicator is CAR-2011.01.	
ST2	Same as Stage-1. The company has registered the Advisory committee of Occupational Health and Safety of Selabak Estate to the Social, Labor and Transmigration Agency through letter No. 150/SLF-Depnaker/IV/2011 on April 11, 2011 and its committee establishment have been approved through the decree of the Head of the Social, Labor and Transmigration Agency of Kotabaru District No. KEP097/P2K3/Disosnakertrans on May 27, 2011. Non-conformance status of CAR-2011.01 closed.	✓
S1		
S2		
S3		
S4		
4.7.3	Provision for accident insurance for workers.	
ST1	The company has provided Employees' Social Security (Jamsostek) and Manulife Insurance. Evidence that employees have been registered as insurance member is in the form of member cards delivery from Jamsostek Banjarbaru branch office. Recapitulation of insurance financing details in December 2010. Total amount is IDR 39,356,907.	✓
ST2	Insurances for staff and non-staff employee, in cooperation with Manulife, Taqaful and Jamsostek are available. For staff, insurance was given in the form of Manulife which includes the retirement fund; Taqaful for health; and Jamsostek for accidents at work. While for Non-staff, Manulife and Jamsostek are provided. Employees' salary payroll which shows the amount of installment that must be paid by the employee and which was charged to the company is available. For example : Siswanto, amount of Insurance installment is IDR 80,507,-, expenses paid by the company is IDR 55,887,-. The remaining payment is paid by the employee. Ahmadi, amount of Insurance installment is IDR 80,507,-, expenses paid by the company is IDR 55,887,-. The remaining payment is paid by the employee.	✓
S1		
S2		
S3		
S4		
4.7.4	Regular health examination by a doctor for workers in station or exposed to high risk work.	
ST1	Periodic Medical screening program for employees at Selabak Estate was conducted periodically every 14 months, This is not in accordance with the procedure of periodic medical screening No. Policy 053/SAA-KBK/10 which outlined that screening must be done at least once in a year. Evidence of medical screening to mill's employees in in the form of periodic medical screening at Selabak Mill, 1. Iberahim (26 years old), analysis division, screening on November 3, 2010. Conclusion : proper to work. 2. Sahran (28 years old), boiler division, screening on November 1, 2010. Conclusion : Proper to work. 3. Sugeng (32 years old), boiler division, screening on November 1, 2010. Conclusion: proper to work. 4. Makmur (40 years old), process division, screening on October 29, 2010. Conclusion: proper to work. Non-conformance in this indicator is CAR-2011.06, CFA category	X

ST2	Record of medical screening for spray workers and operator by the company's doctors is available. Medical screening program for employees either in the estate or at mill has been revised in accordance with procedure 053/SAA-KBK/10. Screening is done once in a year at minimum. Doctors has applied an addition of laboratory equipments, in order to facilitate the future medical screening. Non-conformance status of CAR-2011.06 closed	√
S1		
S2		
S3		
S4		
4.7.5	A documented risk assessment for Occupational Health and Safety (OHS).	
ST1	The company has the Risk Management Document on the operational activities on the estate which contains information of Location/Activity, potential hazards, risks and the provision of recommendations.	√
ST2	Risk analysis for activities at estate and mill is listed in the HIRAC (Hazard Identification Risk Analysis and Risk control) document which contains the information of location, types of activiy, potential hazards, risk category and prevention recommendations.	√
S1		
S2		
S3		
S4		
4.7.6	Record of OHS Training.	
ST1	Program of human resources training and development at Selabak POM year 2011 that includes the training of activity : emergency, First Aid, Control and Operational SOP, Hazardous Waste Management, work permit system, problem solving, Supervisory Management, Electrical Safety, HIRAC and Firefighting is available.First Aid training was planned to be held on May 2011. Record of First Aid training at Selabak POM on March 23, 2010 is available. Companion team for training was led by Dr. Irwan. Training was attended by Security, workers of warehouse, process and laboratory of Selabak POM.	√
ST2	Same as Stage-1.	√
S1		
S2		
S3		
S4		
4.7.7	Accident and emergency preparedness procedure.	
ST1	Standard Operating procedure for emergency No. 031/SAA-KDR/10, which arranges efforts that needed to be taken at time of fire or earth quake (emergency). The document of Identification and Evaluation of Emergency Potential (724/TQEM-ESH/10) is also available.	√
ST2	Standard Operating procedure for emergency No. 031/SAA-KDR/10, which arranges steps that needed to be taken at time of fire or earth quake (emergency). The document of Identification and Evaluation of Emergency Potential (724/TQEM-ESH/10) is also available. PT. SAA already has an organization of fire emergency response and emergency situation. Result of visit at Sangkoh Estate shows the completeness of fires handling equipments.	√
S1		
S2		
S3		
S4		

4.7.8	Evidence of OHS and first aid equipments available at worksites.	
ST1	List of First Aid equipments at Randi Estate which was provided at accessible locations, such as Major Office, Division I Office, Division III Office, Daycare (TPA) at Division I, II and III, Central Warehouse, Traction and Housing Complex is available. Number of First Aid boxes is 9 pieces, all were in complete condition.	✓
ST2	First Aid equipments were available at accessible location, such as Major Office, Division I Office, Division III Office, Daycare (TPA) at Division I, II and III, Central Warehouse, Traction and Housing Complex.	✓
S1		
S2		
S3		
S4		
4.7.9	Workers trained in first aid should be present in both field and mill operations.	
ST1	Employees who have attended the First Aid training were placed in the estate and mill activities. First Aid training was conducted on March 23, 2010. This training was attended by Security, workers of warehouse, process and laboratory of Selabak POM. List of attendance is available.	✓
ST2	Same as Stage-1. First Aid officers training was conducted by the company's doctors.	✓
S1		
S2		
S3		
S4		
4.7.10	Records of occurrence of any work accidents are maintained and regularly reviewed.	
ST1	Document of monitoring and evaluation of work accidents is available at Sangkoh and Randi Estate. Total of work accidents in January 2011 at Randi Estate was as many as 7 person; December 2010 as many as 12 person; In period of January-December 2010 at Randi Estate, 99 case of accidents were recorded. Fall of the oil palm midrib became the most common accidents (37 cases). The company has conducted the evaluation of occurred accidents every 3 months at the meeting of the Advisory committee of Occupational Health and Safety, however the its evaluation should be based on the the root causes of accidents. Non-conformance in this indicator is CAR-2011.07, CFA category	X
ST2	Same as stage-1.The document of monitoring and evaluation of accidents is available at estate and mill. The company has conducted the evaluation of accidents periodically at the time of the Advisory committee of Occupational Health and Safety meeting. Evaluation of accidents was compiled based on the root causes of accidents. Non-conformance status of CAR-2011.07 closed.	✓
S1		
S2		
S3		
S4		
4.8	All staff, workers, smallholders and contractors are appropriately trained.	
4.8.1	A documented training programme for staff, employee and scheme smallholders in accordance with workers' positions and competence.	

ST1	<p>The company conducted the identification of training needs for operator, foreman. Warehouse clerk, staff, senior assistant, Head of section, Secretary of Advisory committee of Occupational Health and Safety, supervisor and Manager. They were listed in the training needs document which contains training of integrated pest management, Emergency SOP, First Aid, RSPO awareness, Expert of Occupational Health and Safety (OHS), Mill and Estate operational SOP, MSDS comprehension and Environmental Safety and Health.</p> <p>- Training programs were listed in Training Schedule of Sangkoh Estate year 2011 in accordance with the needs of competency such as the comprehension of SPO, Integrated Pest Management, First Aid, MSDS, Maintenance, ESH Awareness, Supervision Management, Leadership, Electrical Work Safety, HIRAC, and Firefighting.</p>	√
ST2	Same as Stage-1.	√
S1		
S2		
S3		
S4		
4.8.2	Records of training for each employee are kept.	
ST1	<p>Record of firefighting training has been conducted on August 3-4, 2010. Certificate is available.</p> <p>Training of Non-Regular (Technical) for effective supervisory, IV/10 plantation on April 6-20, 2010. Certificate is available.</p> <p>Supervisory skills training for Foreman on June 11-13, 2008. Certificate is available.</p>	√
ST2	Same as Stage-1. Record of trainings for estate and mill workers is available.	√
S1		
S2		
S3		
S4		
4.8.3	Evidence that the company uses experienced or trained contractors.	
ST1	<p>The company uses contractors for construction of buildings (housing, bridges, offices and warehouses), heavy equipments, FFB Transportation Services, Fertilizer, sandstone (sirtu) and kernel. The company needs to develop the SOP of local contractors recruitment in order to ensure the use of trained (skilled) contractors.</p> <p>Non-conformance in this indicator is CAR-2011.08.</p>	X
ST2	<p>The company uses contractors for construction of buildings (housing, bridges, offices and warehouses), heavy equipments, FFB Transportation Services, Fertilizer, sandstone and kernel. The company has been able to show the SOP of local contractors recruitment.</p> <p>Non-conformance status of CAR-2011.08 closed.</p>	√
S1		
S2		
S3		
S4		
PRINCIPLE #5 ENVIRONMENTAL RESPONSIBILITY AND NATURAL RESOURCES AND BIODIVERSITY.		
5.1	Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.	
5.1.1	Documentation of Impact Analysis.	

ST1	<p>a. Environmental Impact Assessment (EIA) has been approved through Letter No. 008/ANDAL/BA/II/95 on February 27, 1995 on area of study covers 77,290 ha, which consists of four companies (PT) (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Swadaya Andika's area is the study is 11,250 ha. Capacity of each mill in the EIA is 60 Ton of FFB/Hour.</p> <p>From result of EIA document analysis, some significant impacts were identified as follow:</p> <ul style="list-style-type: none"> - Land Acquisition - Land Clearing - Waste disposal/Waste Management - Recruitment of Labor; Implementation of plantation plants cultivation system. <p>As follow up, some impacts which will be managed and monitored in Environmental Management Plan/Environmental Monitoring Plan are as follow :</p> <ul style="list-style-type: none"> - Air quality - Soil's physical and chemical characteristics - Erosion and sedimentation - Hydrology/flood. - Effluent of mill (liquid waste) - Protected wildlife and vegetation. - Community restlessness. - Job opportunities. - Income of community and employees and - The pattern of farming. <p>b. Environmental Management Plan/Environmental Monitoring Plan has been approved in accordance with Letter No. 049/RKL-RPL/BA/III/95 on March 30, 1995.</p>	✓
ST2	<p>Environmental Impact Assessment Document is available and listed in:</p> <ol style="list-style-type: none"> 1. Environmental Impact Assessment (EIA) has been approved through Letter No. 008/ANDAL/BA/II/95 on February 27, 1995 on area of study covers 77,290 ha, which consists of four companies (PT) (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Swadaya Andika's area is the study is 11,250 ha. Capacity of each mill in the EIA is 60 Ton of FFB/Hour. 2. Environmental management and monitoring plan was approved through Letter No. 049/RKL-RPL/BA/III/95 on March 30, 1995. 3. Report of Environmental Management Plan and Environmental Monitoring Plan activities which was reported per semester. 	✓
S1		
S2		
S3		
S4		
5.1.2	Records of regular report on environment management in accordance with the relevant regulations.	
ST1	Report of Environmental Management Plan and Environmental Monitoring Plan was reported routinely per semester to the Environmental Agency, evidence of its document delivery to the relevant authority was not found in the estate's office (was sent by Banjarmasin's office).	✓
ST2	Record of the reporting of environmental management to the relevant authority is available. For example Report of Environmental Management Plan/Environmental Monitoring Plan Semester I 2010 and Semester II 2010. Based on Letter from the company No. 040/SAA/UM/PSD/IV/11 on April 11, Report of Semester II year 2010 has been submitted to the Regional Environment Agency (BLHD) of Kotabaru District and was accepted by H. M. Yady Amrullah.	✓
S1		

S2		
S3		
S4		
5.1.3	Revision to Environment Management document if there are changes in companies operating area or activities.	
ST1	NA. No changes in the company's operational area.	NA
ST2	NA. No changes in the company's operational area.	NA
S1		
S2		
S3		
S4		
5.2	Status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill.	
5.2.1	Records of results of identification of any protected, rare, threatened or endangered species, and HCV habitat.	
ST1	<p>Records of the result of identification of protected species as outlined in the document of High Conservation Value (HCV) document of PT. Swadaya Andika for Selabak, Randi and Sangkoh estates were available. From the results of HCV identification analysis which was performed by Indonesian Sustainable Palm Oil Foundation (YASBI), there were forested areas and identified as HCV 1.3, which is located in Randi Estate at Block L 26, K 17-19, L 20-21, and J 26. Selabak Estate at block D 17-21, and Sangkoh Estate at Block I 28/29, I 30, I 37/37, G 29/30, F 30/31, D 32, E 32 and G 35/36.</p> <p>From results of identification</p> <ul style="list-style-type: none"> - HCV-1 area (An area that has high biodiversiy level at the location of Block L 26 on area of 2.69 ha, block K 17-19 on area of 29.03 ha, block L 20/21 area of 15.97 ha, block J26 on area of 16.04 ha, block K26 – 27 and L 27-L 28 on area of 89.24 ha. Block K 27-29, J 28-29, and Block L 29-30 on area of 75.70 and Block K 23. J32-J34 on area of 26.27 ha. - HCV 2 area (An area of landscape which is important to ecological dinamycs in natural) at the location of Block K17-19 on area of 29.03 ha, block L 20/21 on area of 15.97 ha, block J 26 on area of 16.04 ha, block K 26 – 27 and L 27-L 28 on area of 89.24 ha. Block K 27-29, J 28-29, and Block L 29-30 on area of 75.70. - HCV 3 area (An area that has rare ecosystem) at the location of Block K 27-29, J 28-29, L 29-30, K 32, J 32-34 on area of 101.97 ha. 	✓
	<ul style="list-style-type: none"> - HCV 4 area (An area that provides natural environmental services) at the location of Block H9, H10, H 11, H 12, H 14, H 16, H 19-H 21, I 10- I 24, J 23-26 wih area of 92.51 ha. Block H 06, H 07, I 07, J 08, J 09, K 16-K19, L 20 – L 25 on area of 61.41 ha. Block J 21 on area of 3.67, L 22 on area of 0.36 ha, H 21 on area of 0.15 and J9 on area of 0.22 ha with total of 158.32 ha. - HCV 5 area (An area that has important function in the fulfillment of local community basic needs) at the location of Block J 21 on area of 3.67 ha, and L 22 on area of 2.53 ha. <p>Records of the results of identification to protected species which were outlined in the document of High Conservation Value Assessment of PT. Langgeng Muaramakmur for Bebunga, Cengal, Bakau and Lanting estates. From results of the HCV analysis which was conducted by the Indonesian Sustainable Palm Oil Foundation (YASBI), there were areas which were identified as potential HCV locations, as follow.</p> <p>From result of identification :</p> <ul style="list-style-type: none"> - HCV 1 area (An area that has high biodiversity level) at location of Division I Block E 14 (Rawa) on area of 195.47 ha, occupation area Block E15 (swamp) on area of 38.57 ha, SS Rawa Selam 52.01 ha, and SS Lanting 38.59 ha. For Division II around reservoir area of Block C 12 on area of 3, 22 ha and Division I at location of riparian surrounding reservoir (buffer zone) at Block F 10 on area of 3.66 ha. For HCV 1.1 at 	

	<p>B11 , B2, C5, C18, and C 23 locations. HCV 1.3 at Block E3, E4, E 15 and E 16 locations. Riparian of Rawa river as wide as 200 meter on the left-right side of river which passes Block F 14, E 10-E12, D5-D10, D 13-D17. Riparian (buffer zone) of reservoir around 50-100 meters wide which located at Block F10, C12, C14 and C24, Riparian (bufferzone) of cave at Block B22. HCV 1.4 in division III at location of Gua Paya Burung Block B 22 on area of 2.80 ha, Division I Rawa Nipah Block D/E 11 on area of 195.47, Division III Rawa Nipah at Block B/C 20/21 45.80 ha, division III at location of Rawa Gelagah D 26-28 on area of 64.84 ha and division III Rawa D 18/19 on area of 60.15.</p>	
	<ul style="list-style-type: none"> - HCV 2 area (An area of landscape which is important to dynamycal ecology in natural) no findings. - HCV 3 area (An area that has rare ecosystem) Ecosystem of swamp at Block 10-E12, D17, D18 on area of 98.72 ha, D26-D29 and C26-C27 covering 64.84 ha and Gua Paya Burung (<i>karst</i> ecosystem) Block B 22 on area of 2.80. - HCV 4 area (An area that provides natural environment services), which is HCV 4.1 river riparian 85.15 ha and ecosystem of swamp on area of 163.56 ha. - HCV 5 area (An area that has important function in the fulfillment of local community basic needs) was not found. 	
ST2	<p>The company has conducted the review of the results of protected species identification which was outlined in the document of HCV Assessment.</p> <p>The document of revision requests (Results of internal review) form the company towards the identification results which has been conducted by Indonesian Sustainable Palm Oil Foundation (YASBI) which is caused by the differences of location and area based on Map of statement area owned by the company which is signed by 3 Estate Managers and 1 Senior Manager on May 2, 2011 and May 4, 2011.</p>	✓
S1		
S2		
S3		
S4		
5.2.2	<p>If, rare, threatened or endangered species, or high conservation Value habitats are present, appropriate measures to preserve them are to be taken.</p>	
ST1	<p>There was an existence of rare species, Hose's Langur /<i>Lutung banggat (Presbytis hosei)</i>, at forested area of Block K18/19 and around Block L 26 and J 26. Inside the HCV document, it was described that the status of land in de facto was owned by the community, so that the unit does not have the authority to manage it, so that at any time this area can be converted into other uses such as for estate/farm. There were steps done by the company in protecting that land, such as : the installation of <i>sign board</i> for the maintenance of <i>buffer zone</i>, marking the <i>Buffer zone</i> boundaries, and conducted socialization to workers by assistant and foreman during morning <i>briefing</i>. However, Signboard was not installed in all HCV areas. For example in the location of HCV 1.3 at Block K21 – 29 RDE and there was no sufficient evidence that it has been socialized to either workers or surrounding community.</p> <p>Document of HCV management and monitoring plan which contains the information of : location of river riparian, HCV attribute analysis, management actions, monitoring plan and management time is available in the location. However, those planned steps have not described the achievement of recommendations that have been compiled and approved by an authorized company official (Chairman SOU 08).</p> <p>Non-conformance in this indicator is CAR-2011.10, CFA category</p>	X
ST2	<p>Based on HCV identification results, there was an existence of rare species; Hose's Langur (<i>Presbytis hosei</i>), found at forested area and around Block L26 and J26. There were efforts undertaken by the company to protect those areas, such as:</p> <ol style="list-style-type: none"> 1. Installation of sign board at strategic location (accessible and easily seen). 2. Socialization of RSPO, HCV and Buffer Zone at SLE on May 29, 2011 for assistants and staffs. 3. Socilaization of <i>buffer zone</i> area at SLE on June 4, 2011; SNR on March 15, 2011; LNE on March 29, 2011; RDE on March 30, 2011 for spray, fertilizer and fruit loose workers. 4. Socialization to residents of villages around PT. SAA on May 26, 2011. <p>Non conformance status of CAR-2011.10 closed.</p>	✓

S1		
S2		
S3		
S4		
5.2.3	Measures taken for protecting species and their habitats must be in accordance with relevant laws and included actions to control any illegal or inappropriate hunting fishing or collecting activities.	
ST1	<p>There were steps taken by the company to protect the HCV area, such as the making of Conservation Forest Management SOP No. 018/SAA-PHK/10.</p> <p>There were several recommendations which were outlined in the document of HCV identification results that needed to be performed by the organization for the maintenance and monitoring of HCV and protected species which existed at the working area of PT. Swadaya Andika and PT. Langgeng Muara Makmur (Lanting estate), such as the installation of <i>sign board</i>, <i>buffer zone</i> maintenance, <i>buffer zone</i> boundary making and conducting socialization to workers by Assistant and Foreman . However, Signboard has not been installed in all HCV locations, such as at location of HCV 1.3 at Block Blok K21 – 29 RDE and there was no sufficient evidence that it has been socialized to surrounding community.</p> <p>There are documents of HCV management and monitoring plan available which contain the information of: Location; Analysis of HCV attributes; Management Plan; Monitoring Plan; Management time and accomplished target. However, those planned steps have not described the accomplishment of the recommendation points which have been compiled, and not yet endorsed/approved by the relevant company official.</p> <p>Non-conformance in this indicator is CAR-2011.10, CFA category</p>	X
ST2	<p>Steps of protection consist of :</p> <ol style="list-style-type: none"> 1. The making of HCV program management plan at PT Swadaya Andika. 2. The making of Buffer Zone management SOP (024/SAA-PBZ/10) and to ensure the non-occurrence of chemicals application at river riparian, the working instruction of chemicals non-application inspection was issued and the monitoring of chemicals inspection at buffer zone area 1 week after spraying and 1 day after fertilization was conducted, if fertilizer application was happened to be found then cleaning will be done by collecting and then applied it at stakes outside the buffer zone. In addition to that, safety briefing was conducted prior to chemicals application activities. 	✓
	<ol style="list-style-type: none"> 3. The making of signboard and riparian boundary marers in the form of yellow paint. 4. Activities of wooden plants cultivation at HCV area. 5. Implementation of protection activity: <ul style="list-style-type: none"> - Based on the study of the minutes records of spray and fertilizer team training in SNE, implementation of training has been conducted since May 5, 2011; based on records of chemicals inspection monitoring at buffer zone area (E32, E33, F32, D33) SNE, there was no application of chemicals found at stakes which were located outside the buffer zone area. - Based on the data of wooden plants cultivation monitoring at HCV area (Buffer Zone) year 2011, cultivation has been conducted since April 2011. 6. Socialization of RSPO, HCV, Bufferzone at SLE on May 29, 2011 for Assistant and Staff. 7. Socialization of Bufferzone at SLE (June 4, 2011); SNE (March 15, 2011); LNE (March 29, 2011); and RDE (March 30, 2011) for spray, fertilizer and fruit loose workers. 8. Socialization to community around PT SAA on May 26, 2011. <p>Non-conformance status of CAR-2011.10 closed.</p>	
S1		
S2		
S3		
S4		
5.2.4	Posters and signs warning of the presence of protected species are to be produced, distributed, and made visible to all workers and the community, including guidelines in handling them	

ST1	Posters and Signboards of protected species as in Block E 17, E 19, E 21 and D 20 are available. However Sigboard has not been installed at all HCV locations, for example in the location of HCV 1.3 at Block K21 – 29 RDE. Non-conformance in this indicator is CAR-2011.10, CFA category	X																									
ST2	Based on signboard installation monitoring data, signboards have been installed at strategic locations and accessible for the community.	✓																									
S1																											
S2																											
S3																											
S4																											
5.2.5	Companies are to appoint dedicated and trained officers to monitor any plans and activities as above.																										
ST1	There's a special officer that was assigned to handle locations which were specified as HCV location, through Letter No. RDE-Sou/033/II/2011/S on February 20, 2011 regarding the assignment of 1 special officer on behalf of Siswanto (NIK. 08766) as HCV Foreman. Special training program has not been performed. The reporting and monitoring of HCV is conducted every month. Non-conformance in this indicator is CAR-2011.11, CFA category	X																									
ST2	The company has assigned special officers as HCV Foremen. The HCV Foreman has responsibility to report his activities to Assistant of Estate. Those assigned officer are : <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>NO</th> <th>NAME</th> <th>Employee's ID</th> <th>SK</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Syamsudin</td> <td>30793</td> <td>001/LNE-HCV/II/2011</td> <td>LNE</td> </tr> <tr> <td>2</td> <td>Said Munir</td> <td>8243</td> <td>032/RDE-HCV/II/2011</td> <td>RDE</td> </tr> <tr> <td>3</td> <td>Marun R Al Machfuzd</td> <td>9110</td> <td>122/SLE-HCV/II/2011</td> <td>SLE</td> </tr> <tr> <td>4</td> <td>Siswanto</td> <td>08766</td> <td>032/SNE-HCV/II/2011</td> <td>SNE</td> </tr> </tbody> </table> <p>However, special training in order to improve the comprehension of HCV management has not been conducted yet. Non-conformance status of CAR-2011.11 is stated as open, minor category.</p>	NO	NAME	Employee's ID	SK	LOCATION	1	Syamsudin	30793	001/LNE-HCV/II/2011	LNE	2	Said Munir	8243	032/RDE-HCV/II/2011	RDE	3	Marun R Al Machfuzd	9110	122/SLE-HCV/II/2011	SLE	4	Siswanto	08766	032/SNE-HCV/II/2011	SNE	X
NO	NAME	Employee's ID	SK	LOCATION																							
1	Syamsudin	30793	001/LNE-HCV/II/2011	LNE																							
2	Said Munir	8243	032/RDE-HCV/II/2011	RDE																							
3	Marun R Al Machfuzd	9110	122/SLE-HCV/II/2011	SLE																							
4	Siswanto	08766	032/SNE-HCV/II/2011	SNE																							
S1																											
S2																											
S3																											
S4																											
5.3	Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.																										
5.3.1	All waste and pollutions sources are identified and documented.																										
ST1	Result of POM waste identification for PT. Swadaya Andika, which was analyzed by the Centre of Industrial Research and Standardization is available, document is listed in M-6 analysis data. Types of solid waste were in the form of empty bunch (21-22% of processed FFB), Fiber (16% of processed FFB), Shell (6% of processed FFB) and boiler ash derived from process of CPO production at POM. - Type of effluent (Liquid waste); 30% of processed FFB was derived from process of CPO production at POM (Monitoring of the use of shell and fiber at Selabak POM 2010). - Types of Hazardous waste in the form of used gloves, cotton waste, used storage batteries, fluorescent lights; chemicals packages, catridges, and toner were derived from several activities at estate and POM.	✓																									
ST2	Identification of the sources of waste in the company's working area has been conducted, Wastes were classified into Hazardous and Non-Hazardous waste. <ul style="list-style-type: none"> - Types of plastic waste, food scraps, paper, used lamps, ink bottles, printer catridges, used markers which were produced from activities of household/Office/Mess. - Types of used Oil waste, used storage batteries, used cotton clothes, scrap metal, paint cans, Oil cans, Greesa cans, used lamps, paper, residual of welding wire which were derived form workshop activities. 	✓																									

	<ul style="list-style-type: none"> - Pesticide packages, cotton waste, paper, sacks of chemicals which was derived from warehouse activities. - Used needles, expired drugs, infusion bottles of medicine and bandags from activities at clinic. - Types of solid waste (fiber and shells), Effluent (liquid waste), Mill's washing water, disposal gas of ex soklet from mill activities (Laboratory). 	
S1		
S2		
S3		
S4		
5.3.2	Estates and mills waste management and disposal are implemented to avoid or reduce pollution.	
ST1	<p>The company has owned the SOP of Waste Pond Management SOP-SLF-14/10 and management of POME (Effluent) waste No. PA/B.4.6/SAA, which arranges the management of waste, such as:</p> <ul style="list-style-type: none"> - The management of effluent for land (estate). - Solid waste (Empty Bunch as many as 23 % of FFB, WDS 4 %, and POME 30 % of FFB) - Hazardous wastes were sold, Effluent waste (Oil) was sent to licensed parties. <p>Records of waste analysis monitoring is available. In the period of January-December 2010, as many as 27,754 tons of empty bunch were applied. Area of application for each month is documented. Up to now, an area of 309 ha has been applied.</p> <p>Based on the procedure, Hazardous and Non-Hazardous waste were temporarily stored before being sold or destroyed. However that procedure has not set the their retention time in accordance with Government Regulation. 18 year 1999.</p> <p>Non-conformance in this indicator is CAR-2011.12, CFA category.</p>	X
ST2	<p>Hazardous and Non-Hazardous waste were managed based on result of identification to avoid pollution. The company reduces the waste through ways of Reduce, Recycle and Re-use. In addition to that the handover of wastes to the licensed collector to be expelled from estate and mill was performed. The company has owned the procedure of Hazardous and Non-Hazardous waste management (019/SAA-PLB/2010) which listed the requirements of Hazardous waste maximum retention time, which is 90 days before it being sent to collectors in accordance with PP No.18 year 1999.</p> <p>Efforts of Hazardous and Non-Hazardous management were documentes and implemented into several ways, for example:</p> <ul style="list-style-type: none"> - Effluent (Liquid waste) of Mill is Re-used for <i>land application</i> after having treatment at waste pond. - Used Oil, used storage batteries, used filters, used agrochemicals packages were collected at the temporary storage of Hazardous waste, and then being handovered to the licensed collector. - Solid wastes (empty bunches, shells and fiber) were re-used as boiler fuel and organic fertilizer application in the estate. - Disposal gas emission was released into air, with regular monitoring and measurement. <p>Non-conformance status of CAR-2011.12 closed.</p>	✓
S1		
S2		
S3		
S4		
5.3.3	Management plan of hazardous waste and instruction of disposal of agrochemicals and their containers waste in accordance with the product label and existing regulations.	
ST1	<p>Records of the selling of used oil as much as 1,591 litres and ex-machines at Selabak POM to CV. Berkas Jaya Sukses (Heri A. Mubarak) on July 4, 2010 is available. License as collector does not exist. This is not in accordance with PP No. 18 year 1999 junto Government Regulation No. 85 year 1999 regarding the management of hazardous waste.</p> <p>Licence of Hazardous waste temporary storage to Selabak POM, PT. Swadaya Andika at Manunggal Lama Village, Sungai Durian Sub-district, Kotabaru District, South Kalimantan Province, on March 8, 2011. The company must</p>	X

	<p>review the license of Hazardous waste temporary storage and scope of the storage. Based on visit at Hazardous waste storage warehouse at Lanting Estate, some solid wastes were found such as used storage batteries and used pesticide packages which retention time have exceed the determined retention time (90 days) and located in a place that has no license. Non-conformance status in this indikator is CAR-2011.09.</p>	
ST2	<p>Types of Hazardous waste such as used oil and used storage batteries were stored in the temporary storage before they being delivered to the licensed collector. The hazardous waste warehouse has granted license for the relevant authority, however used oil, used storage batteries and used agrochemicals packages were found in Sangkoh Estate warehouse which has not been included in the scope of license. The company must have coordination with the relevant authority regardig this matter. Until the implementation of stage-2, there were no changes in the scope of license. Result of the study of documents and visits at Sangkoh Warehouse show the existence of Hazardous wastes which were stored more than 90/180 days. From data of monitoring in May 2011, there were 9,408 litres of used oil, 75 pieces of used storage batteries, 25 pieces of cotton clothes, 302 pieces of used tires, 225 pieces of filters, 1,178 pieces of used needles, 183 pieces of infusion bottles, 1,226 pieces of bottles of medicine and 1,024 pieces of used pesticides packages. Minamas Plantation has assigned CV. Sumber Agung as the licensed collector of hazardous waste in accordance with Circular No. GM-SGM/492/SD/V/2011/S – GM Mill/161/GM-M0/V/2011. As the feedback of that assigment, then the management of SAA-LMI compiles a memo to send the hazardous waste to that collector as soon as possible. Non-conformance status of CAR-2011.09 is stated as open, Minor category.</p>	X
S1		
S2		
S3		
S4		
5.3.4	Records of waste monitoring/analysis.	
ST1	<p>Records of the monitoring to used oil and other hazardous wastes which include the information of : date of receipt, source of waste, the amount of incoming, the amount of outgoing, and stocks are available. Until March 8, 2011, there was stock of used oil as much as 1,003.5 litre. However, it has not been reported to the relevant authority. (The Regional Environment Body of Kotabaru District).</p>	X
ST2	<p>The company has owned the record hazardous waste storage monitoring for the period of 2010 – 2011 and reported to related agency. Data shows that until May 2011 there were 9,408 litre of used oil, 75 pieces of used storage batteries, 25 pieces of cotton waste, 302 pieces of used tires, 225 pieces of filters, 1,178 pieces infused needles, 183 pieces of infuse bottles, 1,226 pieces of medicine bottles, and 1,024 pieces of used pesticide packages.</p>	✓
S1		
S2		
S3		
S4		
5.4	Efficiency of energy use and use of renewable energy is maximized.	
5.4.1	Records of monitoring renewable energy use and its efficiency analysis (energy/ton CPO, or energy/ton palm product).	
ST1	<p>The use of renewable energy and diesel which were used in the production processare available in the location. The use of shells at Selabak POM year 2010 is as many as 403.9 ton and fiber as many as 1,795 ton. While the budget for the use of shells is 489.9 ton and fiber 2,177 ton. The actual average- using of diesel (2010) is 2.81 kwh/ litre whereas the budget is 2.93 kwh/ litre. The result of calculation indicating that energy earnings (kwh/litre) under the budget, level of achievement only 95.5%. The average of shell used at Selabak POM Period January-December 2010: 1.19 kwh/kg and budget 2.02 kwh/kg.</p>	✓

	The average of fibber used at Selabak POM Period January-December 2010: 5.33 kwh/kg and Budget 10.06 kwh/kg.																				
ST2	Records of the use of shell and fibber at POM per April 2011 are available. <table border="1" data-bbox="300 414 1281 562"> <thead> <tr> <th rowspan="2">Fuel</th> <th colspan="2">Kwh/kg</th> <th colspan="2">Kwh/Ton of CPO</th> </tr> <tr> <th>Actual</th> <th>Budget</th> <th>Actual</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Shell</td> <td>0,13</td> <td>0,12</td> <td>6,29</td> <td>6,34</td> </tr> <tr> <td>Fiber</td> <td>0,03</td> <td>0,03</td> <td>1,41</td> <td>1,43</td> </tr> </tbody> </table> <p>Based on the table above, the energy used (actual) is lower than the planned (budget).</p>	Fuel	Kwh/kg		Kwh/Ton of CPO		Actual	Budget	Actual	Budget	Shell	0,13	0,12	6,29	6,34	Fiber	0,03	0,03	1,41	1,43	√
Fuel	Kwh/kg		Kwh/Ton of CPO																		
	Actual	Budget	Actual	Budget																	
Shell	0,13	0,12	6,29	6,34																	
Fiber	0,03	0,03	1,41	1,43																	
S1																					
S2																					
S3																					
S4																					
5.4.2	Records of monitoring of fossil fuels use for operational reason and its efficiency analysis.																				
ST1	The record of fossil fuel energy used per month is presented in the document in the form of matrices and graphs. The actual average of diesel used (2010) is 2.81kwh/litre whereas the budget is 2.93 kwh/litre. The result of calculation indicating that energy earnings (kwh/litre) under the budget, level of achievement only 95.5%.	√																			
ST2	Same as Stage 1.	√																			
S1																					
S2																					
S3																					
S4																					
5.5	Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.																				
5.5.1	Documented assessment where fire has been used for preparing land for replanting.																				
ST1	The company has owned the zero burning policy (land clearing without burning) which is outlined in land perparation procedure. That policy is reinforced by the Memorandum of HPO (<i>Head Plantation Office</i>) regarding the Dry Season Anticipation in year 2010 on February 1, 2010 and also the prevention of fires.	√																			
ST2	Same as stage-1. The company does not implement burning in land preparation. Result of the visit to land preparation for employees housing at Randi Estate showed that the preparation of land was performed through manual cutting.	√																			
S1																					
S2																					
S3																					
S4																					
5.5.2	Records of implementation of zero burning policy.																				
ST1	SOP of Fire Fighting No. 014/SAA-PKB/10 on July 1, 2010 is available. The company also issued a Memorandum about Dry Season Anticipation and Prevention towards Drought and Fire Hazards in year 2010 from Head of Plantation Operations on February 1, 2011. In the memorandum, it was also explained that the policy of land clearing implementation should consider the zero burning.	√																			
ST2	Same as stage-1. The company does not implement burning in land preparation. Result of the visit to land preparation for employees housing at Randi Estate showed that the preparation of land was performed through manual cutting.	√																			
S1																					

S2		
S3		
S4		
5.5.3	Procedures and records of emergency responses to land burning (Tanggap Darurat Kebakaran Lahan).	
ST1	<p>SOP of Fire Fighting No. 014/SAA-PKB/10 on July 1, 2010 is available. The company also issued a Memorandum about Dry Season Anticipation and Prevention towards Drought and Fire Hazards in year 2010. The company has also conducted the training of firefightings at plantation areas which was manually recorded in te document of Fire Hazards Prevention Simulation and First Aid Officer Training on January 10, 2010.</p> <p>The training was conducted at Sangkoh Estate which trained by the PIC of Firefighting Team Department with number of participants as many as 11 person.</p> <p>The company has also conducted identifications to posts of water which spread out all over the estate areas and areas that prone to fires, It is necessary in case of land fires. The company has also formed the firefighting organization structure of PT. Swadaya Andika which was established on September 20, 2008.</p>	✓
ST2	<p>The company has owned the fire fighting procedure (014/SAA-PKB/10) which arranges the efforts of prevention in case of fires. Efforts of prevention were implemented through the establishment of Firefighting Team , identifications to water posts and inventory of areas that prone to fires, installation of fire signs, building the fire towers and reporting monitoring.</p> <p>The firefighting Team at Lanting Estate consists of Firefighting Team Coordinator, Division unit team and logistic team.</p>	✓
S1		
S2		
S3		
S4		
5.5.4	Presence of appropriate fire extinguishers and facilities, depending on the risks assessment.	
ST1	<p>The company has facilities and infrastructure of fire hazards prevention such as :</p> <ul style="list-style-type: none"> - Firefighting team organization structure at each estate, and field coordinator on behalf of Bistha and Dimas AKN. - Fire extinguishers in the form of water-pump (Tohatsu), Hose, Gun, Water Tank and Kep Solo Indonesia. - Implementation of identification to water posts, such as at Block E 19, E 09, F 06 and F VI-VII. In Selabak estate. Block J 008, J 012, L 014 Randi Estate. Block G 31 and D 25 at Sangkos Estate. Blok F 09, C 23, and C12 at Lanting Estate. - Facilities and infrastructure provided must be in accordance with its hazard level. The company has not been able to show the evidence of routine inspection of fire extinguishers. <p>Non-conformance in this indicator is CAR-2011.13, CFA category</p>	X
ST2	<p>Routine Inspection to fire extinguishers of estate is conducted every 6 (six) months. Inspection includes : content, pressure, weight and condition of the outer tube. The company also made a map of the location of areas that prone to fires at the working area of PT. SAA and Lanting. List of Fire Extinguishes (APAR) which contains the information of its type, number, location and condition is available.</p> <p>Non-conformance status of CAR-2011.13 closed.</p>	✓
S1		
S2		
S3		
S4		
5.6	Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.	
5.6.1	Evidence of identification of pollution and emissions sources at mills.	
ST1	Identification of the sources of pollution and emission at Palm Oil Mill is available, namely:	✓

	<p>The measurement of generators chimney and boilers emission. The measurement of emission air quality which held on April 28, 2010, from all parameters tested, none of them exceed the the environment quality standard (Treshold), based on the Regulation of the Governor os South Kalimantan No. 070 year 2008 on December 31, 2008.</p> <p>Noise values at some places exceed the Environmental Quality Standard set by the government based on the Decree of Labor Minister No: Kep. 51/MEN/1999 regarding the Physical Treshold Value, such as at the location of Ramp Loading, Press station, Room Engine Station and Boiler station. To minimize the occured impacts, then workers who work at those locations are recommended to use <i>ear plug</i>.</p>	
ST2	<p>Identification of the sources of pollution and emission at Palm Oil Mill is available, in the form of emission air quality measurement which held every 6 (six) months and conducted by the Regional Environment Agency (BLHD).</p>	✓
S1		
S2		
S3		
S4		
5.6.2	Monitoring of pollution and emission quality of the sources identified.	
ST1	<p>The monitoring of emission quality from the sources of pollution and emission has been implemented. Based on the measurement of generators chimney and Boiler. Air emission quality measurement conducted on April 28, 2010, all parameters did not exceed the Environmental Quality Standard (BML), and based on Regulation of South Kalimantan Governor No. 070 year 2008 dated December 31, 2008. Noise values at some places exceed the Environmental Quality Standard set by the government based on the Decree of Labor Minister No: Kep. 51/MEN/1999 regarding the Physical Treshold Value, such as at the location of Ramp Loading, Press station, Room Engine Station and Boiler station.</p> <p>The measurements for data analysis of generators chimney and Boiler were also performed with the parameters Ammonia (NH₃), Chlorine Gas (Cl₂), Hydrogen Chloride (HCl), Hydrogen Flouride (HF), Nitrogen Oxyde (NO₂), Sulfur Dioxide (SO₂), Opacity, Particulate and Total reduced sulfur, all under the Environmental Quality Standards in accordance with The Regulation of the Minister of Environment No. 21 Year 2008 concerning not moving quality standard (Boiler and Generator). Measurement locations on Boiler No. 2 and Generator No. 1. Last measurement was in December 2010.</p> <p>Data analysis of ambient air quality in the form of Nitrogen Oxyde (NO₂), Sulphur Dioxide (SO₂), Carbon Monoxide (CO), and Dust (TSP) parameters for working area were measured at the location, in front of the company, near to boilers and POM housing, all parameters were under the Environmental Quality Standard set by the Governor Regulation No. 053 year 2007 and Minister of Labor SE-01/Men/1997 and Kep-51/Men/1999 concerning on the quality standard for physical factors threshold value, last measurement was in december 2010.</p> <p>The measurement of noise was performed at locations of Engine room, Boiler station, Press station, Loading Ramp station and in front of the office. Result of the measurement showed that the value of noise was higher than the threshold in accordance with the Decree of Labor Minister No. Kep. 51/MEN/1999 regarding the Occupational Physical Factors Treshold Value. Report of the emission quality monitoring has been outlines in the report of Environmental Management Plan and Environmental Monitoring Plan at Period II (July-December 2010) and has been reported in January 2011.</p>	✓
ST2	<p>The monitoring od emission quality from pollution and emission sources. The sources of emission and noise pollution are generator chimney station and Boiler station. Periodically every 6 months (semester), the company conducts the measurement which performed by the Regional Environment Body.</p>	✓
S1		
S2		
S3		
S4		
5.6.3	Records of efforts and strategies employed to reduce pollution and emissions.	
ST1	<p>Plans to reduce pollution and emissions have been implemented, such as the installation of <i>dust collector</i> at boilers,</p>	✓

	planting trees around the mill location. Documentation is available in the form of pictures. Program to reduce the greenhouse gas emissions is still in the process (program).	
ST2	The document of the implemented emissions and pollution reduction plans is available, such as the installation of warning boards to wear Personal Protection Equipment (PPE), the installation of <i>dust collector</i> at Boiler, planting wooden trees around the mill area. Documentation is available in the form of pictures. Program to reduce the greenhouse gas emissions is still in the process (program).	✓
S1		
S2		
S3		
S4		
5.6.4	Records of identification, monitoring, and treatment methodology for POME.	
ST1	Report of Land Application study is available. License of the usage and disposal of waste water on oil palm plantation area of PT. Swadaya Andika at Sungai Durian Sub-District, Kotabaru District, South Kalimantan District No. 188.45/373/KUM/2009 on October 30, 2009. Waste water was analyzed by the Centre of Industrial Research and Standardization which was conducted periodically. Result of analysis was in the form of Test Result Report (TRR/LHU). The POME waste was flown into the land as Land Application on an area of 120 ha. This Land Application Study is in accordance with the Regulation of the Minister of Environment no. 28 year 2003 regarding the Land Application Study and the Regulation of the Minister of Environment No. 29 year 2003 regarding the Land Application License.	✓
ST2	<ol style="list-style-type: none"> 1. Based on the result of waste application monitoring year 2010, the processed POME waste varied from 3,717 m³ to 12,181 m³. All wastes were flowed into Application Land through Waste Water Treatment Plant (WWTP). During rain, the volume of applications is increased. 2. Monitoring of POME. To determine the POME quality, the measurements of water quality from waste, WWTP, Land Application, residents' wells and river waters were performed. 3. The management of POME is conducted by draining it to the land. The Land Application Study is in accordance with the Regulation of the Minister of Environment No. 28 year 2003 regarding the Land Application Study and Regulation of the Minister of Environment No. 29 regarding the Land Application License. 	✓
S1		
S2		
S3		
S4		
PRINCIPLE #6 RESPONSIBLE CONSIDERATION OF EMPLOYEES AND INDIVIDUALS AND COMMUNITIES AFFECTED BY GROWERS MILLS.		
6.1	Aspects of plantation and mill management including replanting that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive impacts are made, implemented and monitored to demonstrate continuous improvement.	
6.1.1	Documentation environmental and social impact assessment, including details of positive and negative effect that may be caused by plantations and mills, and documented participation of affected parties and local communities.	

ST1	<p>1. The Social Impact Analysis Report Document of PT. SAA which was performed by the Indonesian Sustainable Palm Oil Foundation (YASBI) in year 2010 is available which resulted several recommendations including :</p> <ul style="list-style-type: none"> a. Placing people/division who is responsible for the communication with stakeholders. b. Compiling the External Communication SOP which serves as a reference for public relation for communicating with stakeholders c. Creating a special division or staff to handle CD/CSR. <p>2. Creating a more participatory and sustainable CSR program.</p> <p>3. Environmental Impact Assessment (EIA) which was approved through Letter No. 008/ANDAL/BA/II/95 on February 27, 1995 with 77.290 Ha area of study, which consists of 4 companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Area of PT. Swadaya Andika within the study is 11,250 Ha. Capacity of each mill inside of the EIA is 60 ton FFB/Hour.</p> <p>4. Environmental Management Plan/Environmental Monitoring Plan was approved in accordance with the Letter No. 049/RKL-RPL/BA/III/95 on March 30, 1995.</p>	✓
ST2	Same as Stage-1	✓
S1		
S2		
S3		
S4		
6.1.2	Regular monitoring and management of social impact, with the participation of local communities.	
ST1	<ul style="list-style-type: none"> a. Report of Environmental Management Plan/Environmental Monitoring Plan is routinely reported to the Environmental Agency per semester (For example; Report of Environmental Management Plan/Environmental Monitoring semester II year 2010), evidence of the Environmental Management Plan/Environmental Monitoring documents delivery to the relevant authority is not available at the estate office (Sent by the office of Banjarmasin). b. The program plan of the management and monitoring to the results of social impact analysis study is not available as in its recommendation. c. PT. SAA has to compile the Plan of Management and Monitoring of the results of social impact analysis study as recommended and keep the evidence of Environmental Management Plan/Environmental Monitoring Plan receipt periodically to the relevant agencies. <p>Non-conformance in tis indicator is CAR-2011.14.</p>	X
ST2	<p>The company has compiled the Report of Environmental Management Plan/Environmental Monitoring Plan implementation in period II year 2010 (July – December 2010) and it has been submitted to the Regional Environment Body Agency of Kotabaru District No. 040/SAA/UM/PSD/IV/11 on April 11, 2011.</p> <p>The company has complied the plan management program of social impact management program on May 1, 2011, but it has not been compiled comprehensively which describes details of activities, social impact monitoring method and achieved output.</p> <p>Non-conformane status of CAR-2011.14 is stated as open, Minor category.</p>	X
S1		
S2		
S3		
S4		
6.1.3	Results of revision of environmental management document that encompasses social impact assessment in the event there are changes to company's operational scope, in accordance with existing regulations.	
ST1	Not verified. No changes in scope of study and mill's capacity in accordance with EIA study.	NA
ST2	Not verified. No changes in scope of study and mill's capacity	NA
S1		
S2		

S3		
S4		
6.1.4	A regular and scheduled environmental management and monitoring Report.	
ST1	Report of Environmental Management Plan/Environmental Monitoring Plan is routinely reported to the Environmental Agency per semester (For example; Report of Environmental Management Plan/Environmental Monitoring semester II year 2010), evidence of the Environmental Management Plan/Environmental Monitoring documents delivery to the relevant authority is not available at the estate office (Sent by the office of Banjarmasin). Non-conformance in this indicators is CAR-2011.15.	X
ST2	The company has compiled the Report of Environmental Management Plan/Environmental Monitoring Plan implementation in period II year 2010 (July – December 2010) and it has been submitted to the Regional Environment Body Agency of Kotabaru District No. 040/SAA/UM/PSD/IV/11 on April 11, 2011. Receipt of the delivery of report documents by the Regional Environmental Agency (BLHD) on behalf of Hadi Amrullah (BLHD Officer) is available. Non-conformance status of CAR-2011.15 closed.	✓
S1		
S2		
S3		
S4		
6.1.5	Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme).	
ST1	Not verified. PT. SAA does not have a scheme of plasma, plasma that exists around the area is under the management outside PT.SAA. Inside of the social impact analysis study the existence of KKPA which would be a potential conflict if problems happening now are not quickly solved.	NA
ST2	Not verified. There was a Cooperation Between Bina Swadaya Village Unit Cooperative (KUD) with PT. SAA in the context of development and management of Oil Palm Project with Nucleus-Plasma partnership No.001/PK-SAA/X/2008 on August 11, 2008. The management of plasma estate was implemented by separated management outside the core management for the entire areas of Cengal River which cover the area of Durian and Pamukan river, Based on information of plasma manager (Irawan).	NA
S1		
S2		
S3		
S4		
6.2	There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.	
6.2.1	Documented procedures and records of communication and consultation with the communities.	
ST1	SOP of Information request No. 015/SAA-PIF/10 on July 1, 2010 and SOP No. 074-TQEM-ESH/10 on July 1, 2010 regarding communication, the socialization of SOPs was conducted simultaneously with the community meetings, for example; Meetings of PT. SAA management, PSD Staf, Conference of Sub-district heads (Muspika) and Representative of the Bepara village officials on July 9, 2010. Records were in the form of Minutes and List of attendance.	✓
ST2	Same as Stage-1.	✓
S1		
S2		
S3		
S4		

6.2.2	Maintenance of a list of stakeholders.	
ST1	List of names and addresses of stakeholders at PT SAA which includes the provincial, disctrical, Sub-districtal and Village and Leader/Community group stakeholders lists.	✓
ST2	List of stakeholders is available, namely; a. 11 names of village community leaders around PT. SAA working area. b. 9 names of stakeholders of vilage officials around the working area. c. 7 names of stakeholder in scope of Kotabaru District. d. 6 names of stakeholders in scope of South Kalimantan Province e. 5 names of stakeholders in national scope .	✓
S1		
S2		
S3		
S4		
6.2.3	Records of local communities' aspiration and responses or followup actions by companies to these requirements.	
ST1	Records of the community aspiration are available, such as: 1) Letter of MTQ Budgetary Request from the Coordinator of LPTG Fun Raiser at Pamukan Utara Sub-district No. 01/LPTQ-CPU/2010 on January 18, 2010 and 2) request for funding of fire accident at houses on behalf of Hermansyah and Siti Jubaidah, residents of Bakau Village, Letter No. 466.1/68/KBD/XI/2010 on November 29, 2010 which is acknowledged by the Head of the Village and Sub-district. Records of follow-up by the company: 1) Evidence of the approval and handover of Kafilah of Pamukan Utara Sub-district transportation fund on february 8, 2010; 2) Receipt of assistance by the beneficiary on December 5, 2010 and November 9, 2010.	✓
ST2	Same as the assessment of Stage-1	✓
S1		
S2		
S3		
S4		
6.2.4	A dedicated person responsible for consulting and communicating with local communities.	
ST1	In SOP No. 704/TQEM-ESH/10 concerning on communication, it was mentioned that who is in charge (responsible) for communication is the related PSD/Manager. Petition of PSD staff who settled at the area of Durian river in accordance with Letter of the Head of Selabak and Rantau SOU to the ad interim General Manager at Sungai Durian estate per date of February 21, 2011, but until the implementation of stage-1, there was no realization of the placement of the mentioned PSD staff. PT. SAA is advised to immediately assign the officer who is responsible to held consultations and communications with the community. Non-conformance in this indicator is CAR-2011.16.	X
ST2	The company has assigned Kholili as the public relation of Durian river area through assignment letter No. GM-Staf 430/SD/IV/2011/S on April 30, 2011 which signed by the GM temporary Officer of Sungai Durian estate. Non-conformance status of CAR-2011.16 closed.	✓
S1		
S2		
S3		
S4		
6.3	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	
6.3.1	An open system, which is accepted by affected parties, to receive complaints and to resolve dispute in an effective, timely and appropriate manner.	

ST1	PT. SAA has owned the SOP of complaints handling (010/SAA-MPK/10) on July 1, 2010. the answering period for complaint was determined at 14 days since it was received by the operational unit. There was no sufficient evidence that social SOP has been socialized to the community. It is recommended to conduct socialization to the community. Non-conformance in this indicator is CAR-2011.17, CFA category	X
ST2	The company has conducted socialization to the community such as ; a. On May 3, 2011 at the hall of Sangkoh Village (RT 06/RW 01) with understanding (comprehension) material to Sangkoh Village community in conflict handling and mechanism to deliver grievance to the company. b. On May 26, 2011 at Selabak Estate RSPO Office which was attended by 17 person from parties of community leaders, Head of the village and contractors/clients with matery of the socialization of contractor SOP, Occupational safety, labour laws and HCV socialization. Non-conformance status of CAR-2011.17 closed.	✓
S1		
S2		
S3		
S4		
6.3.2	Records of handling of the complaints.	
ST1	Records of complaints handling is available in D-8 document which contains the process of conflict handling that includes the community grievance letters, PT. SAA internal process, meeting with community who propose grievances witnessed by community leaders, villages officials and Conference of Sub-district heads (Muspika), list of attendace, minutes of the meeting results and evidence of compensatory payment receipt are available, for example the accomplishment of Bakau village KKPA problems.	✓
ST2	At the time of stage-2; sub-district level meeting as part of the Bakau village KKPA problems accomplishment which was attended by Conference of Sub-district heads (Muspika) of Pamukan Utara Sub-district, Head of Bakau village and Bakau village community leaders was conducted. List of the participants and Minutes of meeting are available.	✓
S1		
S2		
S3		
S4		
6.3.3	Procedures for the identification and calculation of fair compensation for the loss of legal or customary right of the land, with the involvement of local community representatives and relevant agencies and made publicly available.	
ST1	Procedure of complaints handling (010/SAA-MPK/10) on July 1, 2010 is available, however a mechanism which involves the representative of the related community/organization in solving the complaints is not available yet. Inside the mechanism flowchart diagram, there was no involvement of the representatives of the community/organization as part of the complaints accomplishment process. In the realization at fields it is found the evidence of the involvement of the related community/organization (Village officials, Conference of Sub-district heads (Muspika), Plantation Agency and group/people who propose complaints) in the form of List of the meeting attendance, minutes of the meeting results which were acknowledged by the relevant authority. See 6.3.2 PT. SAA is strongly advised to revise SOP No. 010/SAA-MPK/10 in accordance with the implemented mechanism of complaints accomplishment. Non-conformance in this indicator is CAR-2011.18, CFA category	X
ST2	The company has done the revision towards the SOP of the handling of complaints to management No. 010/SAA-MPK/10 by involving the participation of related community/organization in the process of complaints accomplishment. Non-conformance status of CAR-2011.18 closed.	✓
S1		
S2		
S3		
S4		

6.4	Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
6.4.1	Procedures for the identification, calculation and compensation for the loss of legal or customary rights of the land, with the involvement of local community representatives and relevant agencies.	
ST1	The process of compensatory payment is dictated in the conflict handling procedure (050/SAA-PKF/10) dated July 1, 2010, point 6 (Conference) involving estate manager, PSD, land Owner, Village Officials and or Conference of Sub-district heads (Muspika) and also Research Division for the measurement. The results are as follow: a. The Agreement on the amount of compensatory payment b. The payment plan Minutes of Conference is also provided.	✓
ST2	Similar to the result of Stage- 1 assessment.	✓
S1		
S2		
S3		
S4		
6.4.2	Records of identification of people entitled to receive compensation.	
ST1	The record of the parties receiving the compensatory payment is available, such as; the document of compensatory payment report for occupied land and destroyed crops in the oil palm plantation area of PT Swadaya Andika II (Randi Estate) in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village Pamukan Utara Sub-district for an area of 123.25 Ha. This document is also supplemented with the waiver statement of land, acknowledged by village and Sub-district officials, compensatory payment receipt and Minutes of Compensatory Payment.	✓
ST2	Similar to the result of Stage- 1 assessment	✓
S1		
S2		
S3		
S4		
6.4.3	Records of negotiations processes and/or the details of compensation settlements.	
ST1	The record of the process and result of compensatory payment agreement is available; the document of compensatory payment report for occupied land and destroyed crops in the oil palm plantation area of PT Swadaya Andika II (Randi Estate) in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village Pamukan Utara Sub-district for an area of 123.25 Ha. This document is also supplemented with the waiver statement of land, acknowledged by village and Sub-district officials, compensatory payment receipt and Minutes of Compensatory Payment.	✓
ST2	Similar to the result of Stage- 1 assessment	✓
S1		
S2		
S3		
S4		
6.4.4	Records of the implementation of compensation payment.	
ST1	There is also a record of the execution of compensatory payment documented in the Report of Compensatory on Occupied Land and Destroyed Crops in the Oil Palm Plantation Area of PT Swadaya Andika, for example the execution of compensatory payment (Randi Estate) in Manunggul Lama Village/Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village Pamukan Utara Sub-district for an area of 123.25 Ha. This document is also	✓

	supplemented with the waiver statement of land, acknowledged by village and Sub-district officials, compensatory payment receipt and Minutes of Compensatory Payment.	
ST2	Similar to the result of Stage- 1 assessment	√
S1		
S2		
S3		
S4		
6.5	Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.	
6.5.1	Documentation of employees' pay rates	
ST1	The list of employees' payroll is available in forms of Big Payroll List and Small Payroll List. Big Payroll is payable at the beginning of the month, while Small Payroll is payable in the middle of the month. For example; a List of Big Payroll for March 2011 (Selabak Mill) revealed that Yuliono received IDR 4,395,742 payment which included Basic Wage of IDR 1,208,005; Overtime Wage of IDR 2,903,031; Rice Allowance of IDR 220,500; deducted by Income Tax Article 21 of IDR 147,450; Small Payroll of IDR 300,000; and Employee Social Security payment of IDR 90,466; leaving the net salary of IDR 3,637,326.	√
ST2	The list of employees' payroll is available in forms of Big Payroll List and Small Payroll List. Big Payroll is payable at the beginning of the month, while Small Payroll is payable in the middle of the month. For example; a List of Big Payroll for April 2011 (Selabak Estate) revealed that Suparlan received IDR 1,712,437 payment which included Basic Wage of IDR 1,126,000; HRV/TRP Premium of IDR 373,050; and Rice Allowance of IDR 157,500.	√
S1		
S2		
S3		
S4		
6.5.2	A company working regulations and work contracts, in accordance with existing regulations	
ST1	The Collective Labour Agreement (PKB) for the period of 2008 – 2010 is available in accordance with the Decree of The Head of Labour and Transmigration Agency of Kotabaru District No. 568/KEP-409/BHS/PKB/IV/DISNAKERTRANS/2008 dated April 4, 2008. The decree is valid for 2 years upon being authorized. Based on the information from the management of PT SAA, the Collective Labour Agreement (PKB) for the next period is still being proposed to the Labour and Transmigration Agency of Kotabaru District (based on the Letter from the President of Labour Union Federation No. 001/SP-hrm/02/2011/S dated February 26, 2011 regarding the Schedule of Collective Labour Agreement (PKB) Signing of PT SAA).	√
ST2	The Collective Labour Agreement (PKB) of PT SAA consists of: a. Staff Level, the Document of Collective Labour Agreement (PKB) for the period of 2010 – 2012, dated January 25, 2010, authorized by the Decree of Directorate General for the Coaching of Industrial Relations and Employee Social Security, Decree No. 155/PHIJSK-PKKA/PKB/IX/2010 dated November 3, 2010. b. Worker Level; up until Stage 2, the Document of Collective Labour Agreement (PKB) is yet to be signed. According to the Management, this is due to several procedures that need to be taken in The Social, Labour and Transmigration Agency (Disosnakertrans) prior to the signing of The Collective Labour Agreement (PKB) and is still in the completion process, for example the meeting with the Social, Labour and Transmigration Agency in May 31, 2011, referring to the Invitation Letter from the Social, Labour and Transmigration Agency of Kotabaru District No. 560/528/Disosnakertrans dated May 23, 2011.	√
S1		
S2		

S3		
S4		
6.5.3	Growers and millers provide adequate housing, water supplies, medical, educational, and other facilities for employees where such facilities are not available or accessible.	
ST1	The following items are included in the document of Manager Report prepared on a monthly basis; the Inventory Report on Residentials, Buildings, Facilities and Infrastructures, for example the Manager Report on September 2010 for Selabak Estate, stating the followings: there are available Employee Housing Complexes (632 Units), Elementary School Building (1 Unit) and Kindergarten Building (1 Unit), Employee Hall (1 Unit), Mosque (1 Unit), Church (1 Unit), and Baby Day-cares (4 Units). Each housing complex is supplied with water pump distribution (4 complexes), sports facilities (volleyball, badminton, soccer, table tennis, futsal (indoor soccer), and golf), school bus (1 unit), and electrical power of 450 watt capacity per householder.	✓
ST2	Similar to the result of Stage- 1 assessment	✓
S1		
S2		
S3		
S4		
6.5.4	Agreements entered into with contractors are to specify that contractors abide by labour laws.	
ST1	The Mutual Working Agreement (SPK) with the contractor has indicated only the compliance with the Occupational Health and Safety (OHS), not with the commonly applicable employment regulations. It is recommended that PT SAA include an addendum in the Mutual Working Agreement (SPK) with the contractor of a point of compliance with the applicable employment regulations. Example; The Mutual Working Agreement (SPK) No. SAA-SNE/LKL/XI/10/046 between PT SAA with Lembah Meratus Foundation on November 10, 2010 regarding road repair works. Non-conformance in these indicators is CAR-2011.19, CFA category	X
ST2	The company has made a revision on the requirements in The Mutual Working Agreement (SPK) with the Contractor only on the policy of OHS, not on the compliance with the entire employment regulations. For example in The Mutual Working Agreement (SPK) No. EST/SLE/SPK-LKL/V/11/097 dated May 16, 2011, point 8 (Others) states only the Policy of OHS. Non-conformance status CAR-2011.19 open.	X
S1		
S2		
S3		
S4		
6.6	The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	
6.6.1	Documented company policy recognizing freedom of association.	
ST1	It is stated in the document of The Guidelines for Sustainable Plantation Management issued by the Management of Minamas Plantation per April 1, 2010 section Social Policy point 5, that The Company is expected to acknowledge the rights of all employees to establish and to join the Labour Union according to their respectful preferences and to negotiate collectively. It is also stated in The Collective Labour Agreement (PKB) for the period of 2008 – 2010 (Preamble), that The Collective Labour Agreement (PKB) has complied with the principles stated in ILO convention no. 87 year 1984 which was ratified by the Government of Republic of Indonesia via Presidential Decree No. 83 year 1998 regarding the freedom of association and the protection of organizational rights, and via the Act No. 18 year 1956 regarding ILO Convention Treaty No. 98 on the basics of organizational rights and to negotiate collectively.	✓

ST2	<p>There is a labour union administrator assigned for each estate, for example for each of the following estates;</p> <ul style="list-style-type: none"> a. Selabak Estate, in accordance with the Letter of Social, Labour and Transmigration Agency (Disosnakertrans) of Kotabaru District No. 568/460/Disosnakertrans dated April 18, 2011 regarding the Labour Union Administrative Restructuring. a. Randi Estate, in accordance with the Letter of Social, Labour and Transmigration Agency (Disosnakertrans) of Kotabaru District No. 568/508/Disosnakertrans dated May 9, 2011 regarding the Labour Union Administrative Restructuring. b. Sangkoh Estate, in accordance with the Letter of Social, Labour and Transmigration Agency (Disosnakertrans) of Kotabaru District No. 568/461/Disosnakertrans dated April 18, 2011 regarding the of Labour Union Administrative Restructuring. c. Lanting Estate, in accordance with the Letter of Social, Labour and Transmigration Agency (Disosnakertrans) of Kotabaru District No. 568/458/Disosnakertrans dated May 2, 2011 regarding the of Labour Union Administrative Restructuring. d. Selabak Mill, in accordance with the Letter of Social, Labour and Transmigration Agency (Disosnakertrans) of Kotabaru District No. 568/459/Disosnakertrans dated May 2, 2011 regarding the Recording of Labour Union Administration of Minamas Plantation PT Swadaya Andika (Selabak Mill) 	✓
S1		
S2		
S3		
S4		
6.6.2	Documented minutes of meeting with any labour union (if any).	
ST1	The company is unable to present the record evidence of the meeting with the labour union.	✗
ST2	<p>The company has presented the record evidence of the meeting with the labour union, for example;</p> <ul style="list-style-type: none"> a. The negotiation on April 29, 2011, held in the 1st Floor Meeting Room of KPW PT MGG Banjarbaru, discussing The Collective Labour Agreement (PKB) Extension for Estate Unit of PT SAA (SKU Employees). b. The meeting held between the Chief of SOU Selabak and the Leaders of Labour Union from each Estate on February 22, 2011 discussing the signing of The Collective Labour Agreement (PKB). 	✓
S1		
S2		
S3		
S4		
6.7	Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.	
6.7.1	Documented company policy on worker age requirement, in accordance with national laws.	
ST1	It is stated in the document of The Guidelines for Sustainable Plantation Management issued by the Management of Minamas Plantation per April 1, 2010 section Social Policy point 6, that Plantation Upstream Indonesia shall not take any advantage from minor labours (children).	✓
ST2	Similar to the result of Stage- 1 assessment.	✓
S1		
S2		
S3		
S4		
6.7.2	Records of implementation of company policy on worker age requirements.	
ST1	The Notice issued by PT SAA No. 001/RDE-Ekstern/III/2010/S dated March 12, 2010 stated the maximum limit of	✓

	age requirements for workers assigned to Purchasing/General Administration is 25 years old. Moreover, the minimum age limit requirement, which complies with the valid act regulations, is recommended to be applied for the recruitment process with the potentials of minor labour applicants.	
ST2	The company has indicated the requirements, including the minimum age limit consideration, in the workers recruitment announcement, for example; the job opening announcement for Sangkoh Estate dated May 1, 2011 mentioned the minimum age requirement of 17 years old for the applicants.	✓
S1		
S2		
S3		
S4		
6.8	Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	
6.8.1	A documented equal opportunities policy.	
ST1	It is stated in the document of The Guidelines for Sustainable Plantation Management issued by the Management of Minamas Plantation per April 1, 2010 section Social Policy point 1 that All Staff/ Employees are entitled to a fair and equal treatment in areas related to the recruitment, advancement, job conditions and descriptions, regardless of race, level, ethnicity, gender, skin colour, imperfections (disabled), sexual preferences, organizational membership, political views, religion and age.	✓
ST2	Similar to the result of Stage- 1 assessment.	✓
S1		
S2		
S3		
S4		
6.8.2	Evidence of equal treatment in working opportunities for workers.	
ST1	The Notice issued by PT SAA No. 001/RDE-Ekstern/III/2010/S dated March 12, 2010 did not mention any point considered discriminating as requirements.	✓
ST2	The company appreciated the principle of equal opportunity employment, as indicated in the workers recruitment announcement, for example; the job opening announcement for Sangkoh Estate dated May 1, 2011.	✓
S1		
S2		
S3		
S4		
6.9	A policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights are developed and applied.	
6.9.1	A documented company policy on sexual harassment and violence.	
ST1	It is stated in the document of The Guidelines for Sustainable Plantation Management issued by the Management of Minamas Plantation per April 1, 2010 section Social Policy point 4 that developing and implementing the policies that protect the female workers from the sexual harassment and crime, as well as those that protect all rights related to the female reproduction.	✓
ST2	Similar to the result of Stage- 1 assessment.	
S1		
S2		

S3		
S4		
6.9.2	A documented company policy on the protection of reproductive rights.	
ST1	It is stated in the document of The Guidelines for Sustainable Plantation Management issued by the Management of Minamas Plantation per April 1, 2010 section Social Policy point 4 that developing and implementing the policies that protect the female workers from the sexual harassment and crime, as well as those that protect all rights related to the female reproduction.	✓
ST2	There is a document of Sungai Durian GM Memorandum No. GM-est/503/SD/V/2011/M dated May 26, 2011 on the subject of the Health Condition of Pregnant and Breastfeeding Women, stating that "Pregnant and Breastfeeding Women are prohibited from working in the area directly related to chemical substances". Medical screening for spray workers are performed periodically on a monthly basis by medical personnel in each estate. Should the screening result show that the worker is pregnant/breastfeeding a child, the Doctor will recommend a transfer to other division. Example; Screening result of June 3, 2011 for Aslikah (Spray Worker in Division II SLE) revealed that she was pregnant, and the Estate Manager issued a transfer letter for her to be transferred immediately to maintenance division (June 4, 2011).	✓
S1		
S2		
S3		
S4		
6.9.3	Proof of implementation of sexual harassment policy.	
ST1	There is no adequate evidence available to show the policy implementation of the sexual harassment prevention. PT SAA shall provide signboards containing the policy of sexual harassment prevention and place them in locations within the work area of PT SAA having the potential occurrence of sexual harassment. Non-conformance in this indicator is CAR-2011.20, CFA category.	X
ST2	1. The company has established a Gender Commission whose one of the tasks is to serve as an advocacy institution for female workers for any violation relating to gender issues. 2. The company has prepared the Guidelines for Gender Policy Implementation (701/TQEM-ESH/10 dated January 1, 2011). 3. Signboards containing instructions relating sexual harassment prevention, placed in several location within the area of employee housing complexes as well as the area of division office. 4. The result of interview with the resident of Selabak Mill Housing Complex (Atim) revealed that the Gender Commission has performed the dissemination for the residents of that complex on May 25, 2011. Non-conformance status of CAR-2011.20 closed.	✓
S1		
S2		
S3		
S4		
6.9.4	Proof of implementation of reproductive rights policy.	
ST1	The record of the implementation of reproductive rights protection, such as; 1. Withdrawal of spray workers that confirmed pregnant, to be substituted by other workers. The letter of Assistant Division II of Sangkoh Estate to Sangkoh Manager dated November 11, 2010 on the subject of Spray worker Replacement. 2. The result of an interview with Nurhasanah (45 years old), who serves as spray worker in Lanting Estate, revealed that the dissemination of the gender policy is not completely performed for employees. Non-conformance in this indicator is CAR-2011.20, CFA category.	X

ST2	<p>1. The company has established a Gender Commission whose one of the tasks is to serve as an advocacy institution for female workers for any violation relating to gender issues.</p> <p>2. The company has prepared the Guidelines for Gender Policy Implementation (701/TQEM-ESH/10 dated January 1, 2011).</p> <p>3. Signboards containing instructions relating sexual harassment prevention, placed in several location within the area of employee housing complexes as well as the area of division office.</p> <p>4. The result of interview with a Resident of Selabak Mill Housing Complex (Mrs. Atim) revealed that the Gender Commission has performed the dissemination for the residents of that complex on May 25, 2011.</p> <p>Non-conformance status CAR-2011.20 is closed.</p>	✓
S1		
S2		
S3		
S4		
6.9.5	Specific grievance mechanism is available.	
ST1	The handling mechanism is specified in the guidelines for gender policy implementation (701/TQEM-ESH/10) dated January 1, 2011.	✓
ST2	<p>The meeting of the members of Gender Commission is conducted monthly, for example; the Meeting held on May 14, 2011 in Sungai Durian Bulking discussing the Accountability of Gender Dissemination and the Gender Activity Report.</p> <p>The dissemination for employees has been conducted in each estate.</p>	✓
S1		
S2		
S3		
S4		
6.10	Growers and mills deal fairly and transparently with smallholders and other local businesses.	
6.10.1	Current and past prices paid for FFB shall be publicly available.	
ST1	Unable to be verified. (Up until the implementation of Stage 1, no FFB was received from KKKPA/Plasma/second party purchase in Selabak Mill)	NA
ST2	<p>An MOU set up between Village Unit Cooperatives (KUD) Bina Swadaya Karya with PT Swadaya Andika (PT SAA) No 01/PK-SAA/X/2008 dated August 11, 2008 is currently available, however, in the implementation; Minamas Group Plantation has assigned a Special Division to manage the Plasma Estate.</p> <p>Irawan Adji, the Manager of KKPA-ASC/PT LMR is assigned to manage the Plasma for Sungai Cengal area, with area of responsibility covering all KKPA surrounding PT SAA, PT LMI, PT PSA and PT LMR.</p> <p>The KKPA/Plasma Management shall fully responsible for all operational activities related to the development of Plasma, thus the core estate shall not be directly associated with the existence of plasma.</p> <p>The result of the interviews with the Chief of KUD Bina Swadaya Karya as well as with the plasma management of Sungai Cengal Area (Irawan Adji) revealed that the price of FFB is set based on the Decree of Plantation Agency of South Kalimantan Province, passed through over a meeting conducted by the Price Setting Team of Fresh Fruit Bunch.</p> <p>The FFB price for April 2011 is set based on the Decree of Plantation Agency of South Kalimantan Province (Disbun Kalsel) No. 525/742/PUPPH-2 dated April 19, 2011 regarding FFB Price for April 2011.</p>	NA
S1		
S2		
S3		
S4		
6.10.2	Pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill)	

	or plantation)	
ST1	NA (up until the implementation of Stage 1, no FFB was received from KKKPA/Plasma/second party purchase in Selabak Mill).	NA
ST2	An MOU set up between Village Unit Cooperatives (KUD) Bina Swadaya Karya with PT Swadaya Andika (PT SAA) No 01/PK-SAA/X/2008 dated August 11, 2008 is currently available, however, in the implementation; Minamas Group Plantation has assigned a Special Division to manage the Plasma Estate. Irawan Adji, the Manager of KKPA-ASC/PT LMR is assigned to manage the Plasma for Sungai Cengal area, with area of responsibility covering all KKPA surrounding PT SAA, PT LMI, PT PSA and PT LMR. The KKPA/Plasma Management shall fully responsible for all operational activities related to the development of Plasma, thus the core estate shall not be directly associated with the existence of plasma. The result of the interviews with the Chief of KUD Bina Swadaya Karya as well as with the plasma management of Sungai Cengal Area (Irawan Adji) revealed that the price of FFB is set based on the Decree of Plantation Agency of South Kalimantan Province, passed through over a meeting conducted by the Price Setting Team of Fresh Fruit Bunch. The FFB price for April 2011 is set based on the Decree of Plantation Agency of South Kalimantan Province (Disbun Kalsel) No. 525/742/PUPPH-2 dated April 19, 2011 regarding FFB Price for April 2011.	NA
S1		
S2		
S3		
S4		
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.	
ST1	NA (up until the implementation of Stage 1, no FFB was received from KKKPA/Plasma/second party purchase in Selabak Mill)	NA
ST2	An MOU set up between Village Unit Cooperatives (KUD) Bina Swadaya Karya with PT Swadaya Andika (PT SAA) No 01/PK-SAA/X/2008 dated August 11, 2008 is currently available, however, in the implementation; Minamas Group Plantation has assigned a Special Division to manage the Plasma Estate. Irawan Adji, the Manager of KKPA-ASC/PT LMR is assigned to manage the Plasma for Sungai Cengal area, with area of responsibility covering all KKPA surrounding PT SAA, PT LMI, PT PSA and PT LMR. The KKPA/Plasma Management shall fully responsible for all operational activities related to the development of Plasma, thus the core estate shall not be directly associated with the existence of plasma. It can be inferred from the explanation of the plasma management that the company and the farmers of KKPA members have not set up an MOU on funding issues.	NA
S1		
S2		
S3		
S4		
6.10.4	Documentation of calculation and payment for compensation.	
ST1	NA (up until the implementation of Stage 1, no FFB was received from KKKPA/Plasma/second party purchase in Selabak Mill)	NA
ST2	The Production Report and the information from Selabak Mill management also indicated that there was no plasma FFB found in Selabak Mill POM.	NA
S1		

S2		
S3		
S4		
6.11	Growers and millers contribute to local sustainable development wherever appropriate.	
6.11.1	Records of company's contribution to the local development.	
ST1	There is a document on the aid realization (CSR) and fulfilment of obligation to the state (Payment of Land and Building Tax, Value Added Tax/VAT and Income Tax)	✓
ST2	There is also a document of Mutual Working Agreement between the Government of Kota Baru District and PT SAA regarding the Development and the Utilization of Interstate Road from Pamukan Utara Sub-district (Bakau Village) to Sungai Durian Sub-district (Manunggul Lama Village) and the 1,911 meter long Bridge Construction to connect Sungai Cengal with Bakau (Segment A-B), as well	✓
	As the improvement of a 15,085 meter long estate road (Segment B-C). The Agreement was signed on December 5, 2008 by the Head of Kota Baru District (H. Sjachrani Mataja) and by the President Director of PT SAA (Yahya Bin Ariffin). The following programs are included in the available CSR Planning and Realization Program and SOU Community Development of Selabak for 2011; <ul style="list-style-type: none"> a. Community Empowerment Program b. Education c. Improvement of public facilities d. Aid / Charity There is a record document of CSR implementation in each estate, for example; the Document of CSR Implementation in Selabak Mill POM until May 2011. There is a Report of Community Empowerment for 2010 in each estate, for example the Document of Community Development (Comdev) Report for 2010 in Randi Estate which included 35 aid types.	
S1		
S2		
S3		
S4		
PRINCIPLE #7 RESPONSIBLE DEVELOPMENTS OF NEW PLANTINGS.		
7.1	A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations	
7.1.1	Social and environmental impact assessments (AMDAL), which include details of both positive and negative social and environmental impacts, made with the participation of affected parties (local communities).	
ST1	Will be verified during Stage- 2.	
ST2	The plan of environmental and social impacts management prepared by PT SAA shall cover the entire area within Land Use Rights (HGU) and there is no expansion of oil palm plantation (cultivation after November 2007) conducted outside the area of Land Use Rights (HGU). The Documents of Environmental and Social Impacts Management are as follow: 1. The Document of Social Impact Assessment Report of PT SAA, conducted by Indonesian Sustainable Palm Oil Foundation (YASBI) in 2010, which contains the following recommendations; <ul style="list-style-type: none"> a. To assign a staff or a division in charge of the communications with stakeholders. 	✓

	<ul style="list-style-type: none"> b. To set up an External Communication SOP to be used as guidelines for the PR to communicate with the stakeholders. c. To assign a special Division or Staff to handle CD/ CSR. d. To create the more participatory and sustainable CSR programs. 	
	<p>2. The Document of Environmental Impact Assessment (EIA) certified by the Document No. 008/ANDAL/BA/II/95 dated February 27, 1995 covering the study area of 77,290 Ha, which consists of 4 Companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Based on the study, the area of Swadaya Andika is 11,250 Ha. Each mill has the capacity of 60 Tons of FFB per hour in EIA.</p> <p>3. The documents of Environmental Management Plan (RKL) / Environmental Monitoring Plan (RPL) authorized by the Document No. 049/RKL-RPL/BA/III/95 dated March 30, 1995.</p> <p>The Report of RKL/RPL Implementation for the second period of 2010 (July – December 2010) has been submitted to Regional Environmental Agency (BLHD) of Kota Baru District No. 040/SAA/UM/PSD/IV/11 dated April 11, 2011. The receipt indicated that this report was received by Mr. Hady Amrullah (a BLHD staff).</p>	√
S1		
S2		
S3		
S4		
7.1.2	Appropriate management plan and operational procedures (RKL/RPL).	
ST1	To be verified during Stage- 2	
ST2	<p>The plan of environmental and social impacts management prepared by PT SAA shall cover the entire area within Land Use Rights (HGU) and there is no expansion of oil palm plantation (cultivation after November 2007) conducted outside the area of Land Use Rights (HGU).</p> <p>The Documents of Environmental and Social Impacts Management are as follow:</p> <ul style="list-style-type: none"> 1. The Document of Social Impact Assessment Report of PT SAA, conducted by Indonesian Sustainable Palm Oil Foundation (YASBI) in 2010, which contains the following recommendations; <ul style="list-style-type: none"> a. To assign a staff or a division in charge of the communications with stakeholders. b. To set up an External Communication SOP to be used as guidelines for the PR to communicate with the stakeholders. c. To assign a special Division or Staff to handle CD/ CSR. d. To create the more participatory and sustainable CSR programs. 2. The Document of Environmental Impact Assessment (EIA) certified by the Document No. 008/ANDAL/BA/II/95 dated February 27, 1995 covering the study area of 77,290 Ha, which consists of 4 Companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Based on the study, the area of Swadaya Andika is 11,250 Ha. Each mill has the capacity of 60 Tons of FFB per hour in EIA. 3. The documents of Environmental Management Plan (RKL) / Environmental Monitoring Plan (RPL) authorized by the Document No. 049/RKL-RPL/BA/III/95 dated March 30, 1995. 4. The Report of RKL/RPL Implementation for the second period of 2010 (July – December 2010) has been submitted to Regional Environmental Agency (BLHD) of Kota Baru District No. 040/SAA/UM/PSD/IV/11 dated April 11, 2011. The receipt indicated that this report was received by Mr. Hady Amrullah (a BLHD staff). 	√
S1		
S2		
S3		
S4		

7.1.3	Where there are schemed smallholders, records of development program for smallholders are kept, in accordance with the scheme and relevant laws.	
ST1	To be verified during Stage- 2	
ST2	An MOU set up between Village Unit Cooperatives (KUD) Bina Swadaya Karya with PT Swadaya Andika (PT SAA) No 01/PK-SAA/X/2008 dated August 11, 2008 is currently available, however, in the implementation; Minamas Group Plantation has assigned a Special Division to manage the Plasma Estate. Irawan Adji, the Manager of KKPA-ASC/PT LMR is assigned to manage the Plasma for Sungai	NA
	<p>Cengal area, with area of responsibility covering all KKPA surrounding PT SAA, PT LMI, PT PSA and PT LMR. The KKPA/Plasma Management shall fully responsible for all operational activities related to the development of Plasma, thus the core estate shall not be directly associated with the existence of plasma.</p> <p>The Production Report and the information from Selabak Mill Management indicated that there was no Plasma FFB found in Selabak Mill.</p> <p>The result of the interviews with the Chief of KUD Bina Swadaya Karya as well as with the plasma management of Sungai Cengal Area (Irawan Adji) revealed that the price of FFB is set based on the Decree of Plantation Agency of South Kalimantan Province, passed through over a meeting conducted by the Price Setting Team of Fresh Fruit Bunch.</p> <p>The FFB price for April 2011 is set based on the Decree of Plantation Agency of South Kalimantan Province (Disbun Kalsel) No. 525/742/PUPPH-2 dated April 19, 2011 regarding FFB Price for April 2011.</p>	
S1		
S2		
S3		
S4		
7.2	Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	
7.2.1	Results of land surveys to determine suitability of soil are to be provided, including information on topography, climate, soil type, soil fertility, water table depth and drainage.	
ST1	To be verified during Stage- 2.	
ST2	<p>The company has conducted soil survey 'tanah tinjau' and evaluation of soil suitability in 2005 but not covered the measurement of marginal soil. The survey covered all estates including developing area (after 2005) as 322.18 ha.</p> <p>The company is currently in the process of a detailed Soil Survey activity in Randi Estate and Lanting Estate. And the other estate is planned in year 2012.</p> <p>Non-conformance in this indicator is CAR-2011.25, Minor category</p>	X
S1		
S2		
S3		
S4		
7.2.2	Evidence that plantations are developed in accordance with the suitability of the land.	
ST1	To be verified during Stage- 2.	
ST2	There is a record of estate expansion based on the result of Soil Survey and Land Suitability Evaluation, in which also included a 157.63 ha estate (2008) and a 164.55 ha estate in Lanting Estate (2009 and 2010). The soil survey was conducted in 2005.	✓
S1		
S2		
S3		

S4		
7.3	New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values	
7.3.1	New plantings within Nov 05 and Nov 07 must be in compliance with existing regulatory requirements that relate to social and environmental impacts management, and with the legalized land spatial planning.	
ST1	To be verified during Stage- 2.	
ST2	<p>a. The company has secured a Forest Area Acquisition Authorization based on the Decree of Forestry Minister No. 583/Kpts-II/1994 dated December 20, 1994, regarding the Release of Partial Forest Area in Sungai Manunggal forest and the area around it which is located in Kotabaru District, South Kalimantan Province, for an area of 10,252 (ten thousands two hundreds and fifty-two) hectares for oil palm plantation business venture on behalf of PT Swadaya Andika.</p> <p>b. The Report of High Conservation Value (HCV) Assessment conducted in 2009 indicated that according to the TGHK map of South Kalimantan Province, the area of PT SAA is included in the functions of Convertible Production Forest (HPK).</p> <p>c. No evidence was sufficiently found to prove that the company has overlaid the map of working area with the Map of District Land Use Plan / District Spatial Planning (RTRWK) of Kotabaru District and Provincial Land Use Plan / Provincial Spatial Planning (RTRWP) of South Kalimantan Province in relation to a 62.95 ha additional Land Use Rights (HGU) area.</p> <p>d. The area of new cultivation conducted by PT SAA from 2005 to 2010 was located within the Land Use Right (HGU) permitted area.</p> <p>Non-conformance in this indicator is CAR-2011.31, CFA category</p>	X
S1		
S2		
S3		
S4		
7.3.2	Maps showing plan and realization of land clearing in accordance with HCV identification.	
ST1	<p>The following new cultivations were conducted in Selabak Estate; New Cultivation in 2007 in Block G 001 for an area of 55.36 Ha (Block G8 and G9; old blocks), F 001 for an area of 81.74 ha (Block F8 and F9; old blocks), D012 for an area of 35.19 Ha (Block D18 and D20, old bloks).</p> <p>The following new cultivations were conducted in Randi Estate; New plants for 2007; Block L017 in an area of 39.35 Ha, Block K014 in an area of 78.12 Ha, Block J017 in an area of 40.16 Ha. New plants for 2008; Block J016 in an area of 31.41 Ha, Block L010 in an area of 65.87 Ha.</p>	✓
ST2	The document analysis and on site visit revealed that there were not any new cultivation and land clearing conducted on the areal identified as HCV area.	✓
S1		
S2		
S3		
S4		
7.4	Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
7.4.1	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, should be available.	
ST1	To be verified during Stage- 2.	
ST2	The company has not kept a land map of marginal soil that is based on a detailed soil survey. The company is currently in the process of a detailed Soil Survey in Randi Estate and Lanting Estate. And other estate is planned in	X

	year 2012. Non-conformance in this indicator is CAR-2011.25, Minor category	
S1		
S2		
S3		
S4		
7.4.2	Where limited planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.	
ST1	To be verified during Stage- 2.	
ST2	The Soil Survey identification did not discover any marginal soil. However, for a more comprehensive result, the company shall conduct a detailed soil survey in the work area of PT SAA. See indicator 7.2.1	✓
S1		
S2		
S3		
S4		
7.5	No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions	
7.5.1	Social and environmental impact assessment document which include analysis of both positive and negative environmental and social impacts, and made with the participation of affected parties.	
ST1	To be verified during Stage- 2.	
ST2	1. There is the Document of Social Impact Assessment Report of PT SAA, conducted by Indonesian Sustainable Palm Oil Foundation (YASBI) in 2010, which contains the following recommendations; a. To assign a staff or a division in charge of the communications with stakeholders. b. To set up an External Communication SOP to be used as guidelines for the PR to communicate with the stakeholders. c. To assign a special Division or Staff to handle CD/ CSR. d. To create the more participatory and sustainable CSR programs. 2. There is a Document of Environmental Impact Assessment (EIA) certified by the Document No. 008/ANDAL/BA/II/95 dated February 27, 1995 covering the study area of 77,290 Ha, which consists of 4 Companies (Langgeng Muara Makmur, Laguna Mandiri, Paripurna Swakarsa and Swadaya Andika). Based on the study, the area of Swadaya Andika is 11,250 Ha. Each mill has the capacity of 60 Tons of FFB per hour in EIA. 3. There are the documents of Environmental Management Plan (RKL) / Environmental Monitoring Plan (RPL) authorized by the Document No. 049/RKL-RPL/BA/III/95 dated March 30, 1995.	✓
S1		
S2		
S3		
S4		
7.5.2	Documented socialization programs prior to new plantings.	

ST1	To be verified during Stage- 2.	
ST2	The dissemination is conducted during the process of compensatory payment for the Land Use Rights (HGU) area of PT SAA which started from 1995 up to 1998, for example; The process of Land Use Right (HGU) compensatory payment in the document sample of Compensatory Payment Report on Occupied Land and Destroyed Crops in the Area of Oil Palm Plantation of PT Swadaya Andika II (Randi Estate), in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village, Pamukan Utara Sub-district for an area of 123.25 Ha. This document is supplemented with a Waiver Statement of Land acknowledged by the village and Sub-district officials, the evidence of compensatory payment (receipt), and also the Minutes of Compensatory (March 1995 – March 1997).	✓
S1		
S2		
S3		
S4		
7.5.3	Proof of payment to land owners and proper handing-over of the land for new plantings.	
ST1	To be verified during Stage- 2.	
ST2	The entire process of compensatory payment has been conducted since 1995 – 1998 and the new cultivation was conducted on the areas acquired during those periods. The document of Land Use Right (HGU) Compensatory Payment Process of Oil Palm Plantation of PT Swadaya Andika II (Randi Estate), in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village, Pamukan Utara Sub-district for an area of 123.25 Ha is supplemented with a Waiver Statement of Land acknowledged by the village and Sub-district officials, the evidence of compensatory payment (receipt), and also the Minutes of Compensatory (March 1995 – March 1997).	✓
S1		
S2		
S3		
S4		
7.6	Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreement.	
7.6.1	Documented identification and assessment of customary and legal rights with the involvement of relevant government agencies and local communities.	
ST1	To be verified during Stage- 2.	
ST2	The entire process of compensatory payment has been conducted since 1995 – 1998 and the new cultivation was conducted on the areas acquired during those periods. The document of Land Use Right (HGU) Compensatory Payment Process of Oil Palm Plantation of PT Swadaya Andika II (Randi Estate), in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village, Pamukan Utara Sub-district for an area of 123.25 Ha is supplemented with a Waiver Statement of Land acknowledged by the village and Sub-district officials, the evidence of compensatory payment (receipt), and also the Minutes of Compensatory (March 1995 – March 1997).	✓
S1		
S2		
S3		
S4		
7.6.2	Procedures to identify people entitled to receive compensation.	
ST1	To be verified during stage- 2	
ST2	There is an SOP for Conflict Handling No. 050/SAA-PKF/10 dated July 1, 2010 in which it is stated that the compensatory payment is determined by the result of land inventory performed in a conference manner involving the related parties (claiming personnel, Conference of Sub-district heads (Muspika), Village Officials of PSD and Estate).The measurements are performed by the Research Division resulting in an agreement of compensatory payment rate and the compensatory payment plan.	✓

S1		
S2		
S3		
S4		
7.6.3	Records of negotiation process and/or compensation settlements are available.	
ST1	To be verified during Stage- 2	
ST2	The document of the process of Land Use Right (HGU) compensatory payment taken from the document sample of Compensatory Payment Report on Occupied Land and Destroyed Crops in the Area of Oil Palm Plantation of PT Swadaya Andika II (Randi Estate), in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village, Pamukan Utara Sub-district for an area of 123.25 Ha is supplemented with a Waiver Statement of Land acknowledged by the village and Sub-district officials, the evidence of compensatory payment (receipt), and also the Minutes of Compensatory. This document is available in the RSPO Secretariat office in Selabak Estate.	✓
S1		
S2		
S3		
S4		
7.6.4	Documentation of calculation and payment for compensation.	
ST1	To be verified during Stage- 2	
ST2	The entire process of compensatory payment has been conducted since 1995 – 1998 and the new cultivation was conducted on the areas acquired during those periods. The process of Land Use Right (HGU) compensatory payment taken from the document sample of Compensatory Payment Report on Occupied Land and Destroyed Crops in the Area of Oil Palm Plantation of PT Swadaya Andika II (Randi Estate), in Manunggul Lama Village / Sungai Durian Sub-district for an area of 10 Ha and in Bakau Village, Pamukan Utara Sub-district for an area of 123.25 Ha is supplemented with a Waiver Statement of Land acknowledged by the village and Sub-district officials, the evidence of compensatory payment (receipt), and also the Minutes of Compensatory.	✓
S1		
S2		
S3		
S4		
7.6.5	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	
ST1	To be verified during Stage- 2	
ST2	The Company's Management clarified that there were no expansion of core estate cultivation/new cultivation conducted outside the area of acquired Land Use Rights (HGU). The current oil palm estate expansion conducted outside the acquired Land Use Rights (HGU) area is using the Plasma model (KKPA).	✓
S1		
S2		
S3		
S4		
7.6.6	The process and outcome of any compensation claims should be documented and made publicly available.	
ST1	To be verified during Stage- 2	
ST2	The interviews with the Head of Manunggul Lama Village and Community Leaders of Sangkoh Village confirmed that there were no claims filed by the people of the village over the tenure of land within the area of acquired Land	✓

	Use Rights (HGU). The un acquired area within the Land Use Rights (HGU) in still under village people's tenure and is not managed by the company (879.48 Ha).	
S1		
S2		
S3		
S4		
7.7	Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice	
7.7.1	Documented assessment where fire has been used for preparing land for planting.	
ST1	The company has a zero burning policy for land clearing activity which is specified in the procedures of land preparation. The policy is reinforced by the HPO (Head Plantation Office) Memorandum on the subject of Dry Season Anticipation for the year 2010 dated February 1, 2010 and the Preparation Against Fire Hazards.	✓
ST2	Similar to Stage- 1 The organization does not burn the prepared land. The result of a visit to land preparation for employee residential in Randi Estate demonstrated that the preparation was done through manual cutting.	✓
S1		
S2		
S3		
S4		
7.7.2	Records of implementation of zero burning policy.	
ST1	There is an SOP for fire response No. 014/SAA-PKB/10 dated July 1, 2010. The company also issued a Memorandum of the Dry Season Anticipation and Preparation Against Fire Hazards and Droughts for the year 2010 from Head Plantation Operations on February 1, 2011. The Memorandum also specifies that the land clearing process must comply with the zero burning policy. There are also available the photos illustrating the fire prevention drill and fire extinguishing equipments.	✓
ST2	Similar to Stage- 1 The organization does not burn the land in land preparation. The result of a visit to land preparation for employee residential in Randi Estate demonstrated that the preparation was done through manual cutting.	✓
S1		
S2		
S3		
S4		
7.7.3	Procedures and records of emergency responses to land burning (Tanggap Darurat Kebakaran Lahan).	
ST1	There is an SOP for fire response No. 014/SAA-PKB/10 dated July 1, 2010. The company also issued a Memorandum of the Dry Season Anticipation and Preparation Against Fire Hazards and Droughts for the year 2010. The company also conducted a fire response drill in plantation area which was recorded in the document of the Simulation of Fire Hazards Response and First Aid Personnel Training on January 10, 2010. The drill was conducted in Sangkoh Estate by the Fire Fighting Team and was joined by 11 participants. The company has also identified the water supply pockets spread across the estates and areas prone to fires. This identification is essential in case of land fires.	✓

	The company has in addition set up an organizational structure of fire fighting division of PT Swadaya Andika on September 20, 2008.	
ST2	The company has a fire response procedure (014/SAA-PKB/10) specifying the prevention efforts to take in case of land fires. The prevention efforts are made in the following forms; establishing the fire fighting team, identifying water supplies, inventory on the areas prone to land fires, providing fire response signboards, constructing the fire tower, and monitoring of the reports. The fire fighting team of Lanting Estate consists of the team coordinator, division unit team, and logistics team.	✓
S1		
S2		
S3		
S4		
7.7.4	Presence of appropriate fire extinguishers and facilities, depending on the fire risks.	
ST1	The company has the facilities and infrastructure for fire hazards prevention as follow; <ul style="list-style-type: none"> - The structure of fire fighting organization in each state, and the field coordinators are Bista and Diman AKN. - Fire extinguisher equipments, which consist of water-pump, Hoses, Gun, Water Tank and <i>Kep Solo Indonesia</i>. The water sources identification is also conducted in several locations, for example in Block E-19, E09, F06 and F VI-VII, for Selabak Estate. For Randi it is in Block J008, J012, and L014. For Sangkoh Estate, the identification is conducted in Block G31 and D25. For Lanting Estate, it is conducted in Block F09, C23 and C12. The facilities and infrastructure provided must be based on their risk levels. The company has so far not been able to present the evidence of the regular inspection on fire extinguisher facilities. Non-conformance in this indicator is CAR-2011.13, CFA category	X
ST2	The regular inspection on fire extinguishing equipments is conducted on a 6 monthly basis. This inspection covers the followings; content, pressure, weight and the outer condition of the cylinder. The company has also prepared a location map of the prone to fires lands within the work area of PT SAA and Lanting. The list of fire extinguishers (APAR) has the following information; types, numbers, locations and conditions of the equipments. Non-conformance status CAR-2011.13 closed.	✓
S1		
S2		
S3		
S4		
PRINCIPLE #8 COMMITMENTS TO CONTINUOUS IMPROVEMENT IN KEY AREAS OF ACTIVITY.		
8.1	Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
8.1.1	A monitoring action plan based on the social environmental impact assessment, and regular evaluations of plantation and mill operations. As a minimum, these must include, but not necessarily be limited to: <ul style="list-style-type: none"> - Reduction in use of certain chemicals (criterion 4.6). - Environmental Impacts (criterion 5.1). - Waste Reduction (criterion 5.3). - Pollution and Emission (criterion 5.6). - Social Impacts (criterion 6.1). 	
ST1	There is a document of Manager Report submitted monthly which covers the plan and realization of operational	✓

	activity up until the period of the current month. The company has a commitment in reducing as well as in eliminating the use of pesticides limited to <i>Paraquat</i> type.	
ST2	<ol style="list-style-type: none"> 1. There is an internal audit report conducted periodically every semester. This report displays the result from the previous semester recorded in the Inspection Hypothesis Worksheet (L3KP) from an Internal Audit conducted by Regional Representative Office (KPW) of Banjarbaru. The audit covers the following aspects; 1. Financial, 2. Material Supply and Purchase, 3. Plants Maintenance and Fertilization, 4. Harvest and Its Transportation. 2. There is a Plantation Adviser Report prepared by Sime Darby each semester which covers the Quality, Safety, Health and Environment. 3. Plantation Sustainable Quality Management conducted per SOU every semester which covers the production, mill, and environmental impact. 4. Plantation Service Departement: (PSD) from Regional Representative Office (KPW) of Banjarbaru that monitors and reassesses as well as provides the recovery plan for matters related to legal, land dispute and social issue aspects. The PSD activities in the company shall be based on request and level of problem. 5. The action plan document for reducing the environmental impact, waste impact, pollution and waste, and social impacts is specified in the Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) document submitted every semester to Regional Environmental Agency (BLHD) of Kotabaru. 	√
S1		
S2		
S3		
S4		
8.1.1	Records of follow-up actions taken against RSPO audit findings, if any.	
ST1	Not Applicable	NA
ST2	The company has prepared the document of RSPO SOU Selabak Progress up until May 31, 2011 as a follow up of the Stage 1 improvement result.	√
S1		
S2		
S3		
S4		

Annex 2. Checklist of Supply Chain Certification System				
Clause	Requirements	Supply Chain Model		
		IP	SG	MB
1	Documented Procedures			
1.1	The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:			
	A Complete and up to date procedures covering the implementation of all the elements in these requirements	Yes	Yes	Yes
ST2	The is a procedure describing the implementation of supply chain certification system that consists of the followings; <ul style="list-style-type: none"> a. Product traceability procedure, describing the mechanism to ensure the product traceability from raw material identification to product delivery (CPO/PK) to buyers. b. Inspection procedure, conducted by PSQM (Plantation Sustainable Palm Oil), to control the fruit bunch quality assessment in estate and the grading in the mill. c. The fruit acceptance terms in the mills, each FFB transporting truck must hold a Fruit Delivery Letter (SPB) from the estate. 			√
S1				
S2				
S3				
S4				
	Complete and up to date records and reports that demonstrate compliance with these requirements (See 5 for more details) and that are 100% verifiable by the auditor.	Yes	Yes	Yes
ST2	The CPO and Palm Kernel products are recorded in the daily, monthly and annual reports reviewed periodically by the organization. The reports shall illustrate the following details; <ul style="list-style-type: none"> a. Daily report of fruit acceptance that specifies the amount of fruits received and the supplier estate. The fruits received in the mills must have the Fruit Delivery Letter (SPB) containing the information of harvest date, harvesting interval, planting year, cultivation block, bunches and tonnage estimation. b. FFB quality inspection report and grading result conducted by PSQM. c. Monthly production report, which contains the information of supplier origin, numbers of FFB received, processed FFB, CPO and kernel production, CPO stocks in Storage Tank, CPO Quality, and CPO delivered to bulking. 			√

S1				
S2				
S3				
S4				
	The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.	Yes	Yes	Yes
ST2	The company shall create a structure of organization and personals responsible for production activity in the mills as well as for the compliance with supply chain system requirements. As stated in the SOP of product traceability, in responsible person clausal; mill manager, PSQM assistant, estate supervisor and bulking assistant are the inseparable parts on the RSPO palm oil production activity. The company has assigned Poltak Nainggolan to be the Mill Manager.			√
S1				
S2				
S3				
S4				
2	Purchasing and Goods in			
2.1	The facility shall ensure that purchases and deliveries of RSPO certified palm oil and palm oil products are done in conformance with the following requirements:	Yes	Yes	Yes
2.1a	a) Purchase orders for RSPO certified palm oil or palm oil product shall specify the material category (Identity Preserved, Segregated or Mass Balance).	Yes	Yes	Yes
ST2	Unable to be verified. Selabak Mill receives only the FFB products. The organization does not receive RSPO certified palm oil or other palm oil products from outside.			√
S1				
S2				
S3				
S4				
2.1b	Upon receiving the RSPO certified palm oil, the facility must clearly verify the category of the product, specify it in the accompanying document and mention the Supply Chain Certificate Number from the supplier.	Yes	Yes	Yes
ST2	Unable to be verified. Selabak Mill receives only the FFB products. The organization does not receive RSPO certified palm oil or other palm oil products from outside.			√
S1				
S2				
S3				

S4				
2.1c	The facility receiving RSPO certified palm oil or palm oil products shall ensure that the validity of accompanying trade and shipping documentation is verified prior to accepting the RSPO certified palm oil.	Yes	Yes	Yes
ST2	Unable to be verified. Selabak Mill receives only the FFB products. The organization does not receive RSPO certified palm oil or other palm oil products from outside.			√
S1				
S2				
S3				
S4				
2.2	The mechanism for handling non-conforming material.	Yes	Yes	Yes
ST2	The organization shall be able to demonstrate the handling mechanism of Fresh Fruit Bunch delivered from the estate to guarantee the fruit quality. According to the procedure of fruit acceptance, every FFB received must be able to present the Fruit Delivery Letter (SPB) from the estate that contains the information of supplying estate, tonnage estimation, harvesting interval, cultivation year and numbers of bunches. The implementation on loading ramp demonstrates the fruit inspection process by sorting out those not worth processing. Grading result is recorded in the PSQM inspection report.			√
S1				
S2				
S3				
S4				
3	<i>Sales and goods out</i>			
3.1	The facility shall ensure that all sales invoices issued for RSPO certified palm oil delivered include the following information:	Yes	Yes	Yes
	Buyer's name and address; date of invoice issued; product description, sustainable transportation document reference, and the amount of product being delivered.	Yes	Yes	Yes
ST2	Selabak Mill has so far not been RSPO certified, however, the company has issued an invoice for CPO and PK products delivery indicating information such as name, buyer's address, amount of products being delivered, and type of product, with the exception of the information for product of 'Mass Balance' category. The SOP of product traceability describes the CPO product delivery to buyers in clausal 6.2.9 and the PK product delivery to buyers in clausal 6.2.10. When the RSPO certificate is issued, the company must indicate the supply chain system category used along with the information of RSPO and Non-RSPO oil percentage.			√

S1				
S2				
S3				
S4				
4	Processing			
4.1	The facility can only use the same supply chain model as its seller or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved - Segregated - Mass Balance - Non RSPO Certified Palm Oil	Yes	Yes	Yes
ST2	Selabak Mill processes the FFB to become CPO and PK products. This mill takes only the FFB from the estates and does not purchase any palm oil product category. Document verification result indicated that the mass balance supply chain model is being used by the organization. The percentage of RSPO category materials used in the production process can be identified from the fruit acceptance report in the mill. The report provided the information of origin of estate suppliers (nucleus estate and KKPA) and also the amount of FFB received to be processed.			√
S1				
S2				
S3				
S4				
4.2	The facility shall assure that the RSPO certified palm oil is uniquely identifiable to the mill and its supply base and is kept physically isolated from all other oil palm sources in its facility.	Yes	No	No
ST2	Unable to be verified due to the fact that Selabak Mill is using Mass Balance System.			NA
S1				
S2				
S3				
S4				
4.3	The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that it has taken all reasonable and necessary measures to ensure the objective of 100 % segregated material is reached. The systems should guarantee the minimum standard of 95 % segregated physical material.			
ST2	Unable to be verified due to the fact that Selabak Mill is using Mass Balance System.			NA

S1				
S2				
S3				
S4				
5	Records keeping			
5.1	The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.	Yes	Yes	Yes
ST2	<p>The organization keeps a production record and daily, monthly and annual product sales record containing the information on the source of raw materials, received FFB, processed FFB, CPO Balance Sheet, CPO stocks and CPO volume being delivered. The following documents are related to these terms;</p> <p>a. The document of Fruit Delivery Letter (SPB) from the estate contains the following details;</p> <ul style="list-style-type: none"> - Transporting vehicle number - Fruit Delivery Letter (SPB) number - Origin of FFB (Division and Estate) - Delivery Date - Harvest Date - Harvesting Interval - Cultivation year - Section - Block - Numbers of Bunches - Average Bunch Weight Estimation - Tonnage estimation; <p>The Fruit Delivery Letter (SPB) is authorized by the shipper and by estate assistant. This SPB document is kept by weighing archiving section (Head Of Administrative Section) for a 5-year retention period. After the weighing process, the SPB data is recorded in the Weighing Ticket data containing the same data information as in SPB, but the Tonnage is an actual result of an FFB gross weight scaling. The document of Weighing Ticket Data is kept by archiving section (Head of Administrative Section) for a 5-year retention period. After being weighed, FFB is graded in Loading Ramp Floor with 20% minimum sampling from the number of shipments received.</p> <p>b. The document of Daily Grading Report of PSKM SOU Selabak is kept by PSQM Department for a 1-year report retention period.</p> <p>c. The document of Daily Work Report is kept by the Head of Administration Section for a 5-year document retention period.</p> <p>d. The document of Daily Production Report is kept by the Head of Administration Section for a 5-year document retention period.</p> <p>e. The document of MKS/IKS Reference Letter issued by Weighing division of POM contains the following details: Driver' Name, Type of Product being</p>			√

	<p>shipped, Shipment Date, Weight of Product being shipped, Storage Origin, Seal Number, and Vehicle Number. For example; Ticket No. 00942 for shipment dates of June 8, 2011 using Hino Selabak 03 carrying a 10,180 Kg cargo.</p> <p>f. The document of MKS/IKS Reference Letter is kept in Administration Division for a 5-year retention period.</p> <p>g. The document of CPO tickets is kept in Bulking Office with the retention period of 1 year in Weighing Office to then be delivered to Archive Warehouse and kept there for 4 months. For example; the Document of CPO Tickets from Selabak Hino tank 03 contains the data of acceptance date of June 8, 2011, ticket No. 009462 (from POM) becomes No. 014476 carrying a 10,170 Kg cargo as weighed.</p> <p>h. The Minutes Document of CPO Delivery to the barge, for example; The Minutes of Case (BAP) No. 029/SAA/BAP-MKS/V/2011 dated May 31, 2011 containing the 1,401,136 Kg CPO that comes with the following documents; Cargo Report, Delivery Report, Hatch Minutes of Case (BAP Palka), and BA of Seals Discharge of TK Kapuas Jaya 271. The Delivery Report of CPO to the Barge is kept by the Head of Administrative Section of POM for a 5-year retention period.</p>			
S1				
S2				
S3				
S4				
5.2	Retention times for all records and reports shall be at least five (5) years.	Yes	Yes	Yes
ST2	The company has set a 5-year retention period of production and sales records. Refer to explanation 5.1			√
S1				
S2				
S3				
S4				
5.3a	The facility shall record and balance all receipts and deliveries of RSPO certified palm oil on a three-monthly basis.	Yes	Yes	Yes
ST2	<p>Refer to explanation 5.1.</p> <p>Selabak Mill has put into practice the reporting of FFB acceptance, and the monthly and annual CPO production and sales.</p> <p>Up until this assessment, the Selabak Mill has not produced the RSPO certified materials.</p>			√
S1				
S2				
S3				
S4				

5.3b	When the Mass Balance model is used, a facility can only deliver Mass Balance sales from the positive stock.	Not applicable	Not applicable	Yes
ST2	Refer to explanation 5.1. Selabak Mill has put into practice the reporting of FFB acceptance, and the monthly and annual CPO production and sales. Up until this assessment, the Selabak Mill has not produced the RSPO certified materials.			NA
S1				
S2				
S3				
S4				
5.4	The following trade names should be used and specified in purchase and sales contracts:			
ST2	Up until this assessment, the Selabak Mill has not produced the RSPO certified materials.			NA
S1				
S2				
S3				
S4				
5.5	The facility shall provide documented proof that the RSPO certified palm oil can be traced back entirely to the Palm Oil Mill	Yes	No	No
ST2	Unverified due to the fact that the organization is using Mass Balance.			NA
S1				
S2				
S3				
S4				
5.6	The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.	No	Yes	No
ST2	Unverified due to the fact that the organization is using Mass Balance.			NA
S1				
S2				

S3				
S4				
6	Trainings			
6.1	The facility shall specify and provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems	Yes	Yes	Yes
ST2	Not the entire staffs are fully aware of this mechanism, particularly those directly involved in the compliance with the terms of Supply Chain Certification System.			X
S1				
S2				
S3				
S4				
6.2	The facility shall keep records of the training provided to staff in relation to implementation of these requirements.	Yes	Yes	Yes
ST2	To be verified during surveillance.			
S1				
S2				
S3				
S4				
7	Claims			
7.1	The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Guidelines for Communication and Claims.	Yes	Yes	Yes
ST2	It is described in the product traceability SOP, clausal 1 Objective that the material and end product identification efforts are taken to determine their relations enabling the RSPO and Non-RSPO products tracking. The percentage of RSPO and Non-RSPO products can be identified from the daily, monthly and annual reports which contain the information on raw material sources and their amount.			√
S1				
S2				
S3				
S4				

Annex 3. Peer Review Report		
Name of Reviewer:		
I. General comments for evaluation		
No	Issues and comments	Clarification / Explanation To be filled by MUTU
II. General comments on assessment report		
No	Issues and comments	Clarification / Explanation To be filled by MUTU
III. Special comments on the process of certification decision making, including some improvements, conditions or recommendations -.		
No	Issues and comments	Issues and comments

Annex 4. Result of RSPO Certification Panel Committee (to be filled after the report is reviewed by RSPO secretariat)

No	Inputs and responses

Annex 5. List of stakeholders contacted on RSPO Certification Process

No	Agency/Institution	No	Agency/Institution
1	Community Leaders of Sangkoh Kampung	26	Head of Bepara Village RT01 Bepara
2	Community Leaders of Bakarangan Village	27	Secretary of Bepara Village RT01 Bepara
3	Community Leaders of Tabasan Village	28	Group Leader of Credit for Primary Cooperatives (KKPA) Bepara RT01 Bepara
4	Community Leaders of Manunggul Lama Village	29	Head of Sekayu Baru Village RT01 Sekayu
5	Community Leaders of Rantau Budha	30	Sekretary of Sekayu Baru Village RT01 Sekayu
6	Community Leaders of Bulu Kuning	31	Head of Betung Village
7	Head of Trombong Sari Village	32	CV.Cahaya Barokah, Tanah grogot
8	Head of Manunggul Lama Village	33	Public Hospital (RSU) Tanah Grogot
9	Community Leaders of Bakau	34	Public Hospital (RSU) Balik Papan
10	Community Leaders of Trombong Sari	35	Sumpit Community
12	Head of Bakau Sub-district	36	Head of Regional Capital Investment Coordination Board of South Kalimantan Province
13	Head of Bakau Village	37	Head of Natural Resources Conservation Centre of South Kalimantan
14	Bulun Village Unit (UD), Bakau Village Pamukan Utara Sub-district	38	Head of National Land Affairs Agency of South Kalimantan
15	Rice Supplier, Tanah grogot	39	University of Lambung Mangkurat
16	Head of Mangka, Pamukan Barat	40	Head of Regional Environmental Impact Management of South Kalimantan Province
17	Group Leader of Credit for Primary Cooperatives (KKPA)	41	Labour Agency of Kotabaru
18	Group Leader of Credit for Primary Cooperatives (KKPA)	42	Employee social security of Kotabaru
19	Head of Rantau Jaya Village Sungai Durian	43	Plantation Agency of Kotabaru
20	Head of Rantau Budha Village Sungai Durian	44	Forestry Agency of Kotabaru
21	Head of Pamukan Barat Sub-district	45	Head of Regional Representatives House of Kotabaru
22	Police Station of Sub-district	46	Head of Kota Baru District
23	Head of Police Station of Sengayam Sub-district	47	Regional Secretary of Kota Baru District
24	Military Command of Pamukan Utara	48	Head of Plantation Agency of Kotabaru District
25	Head of Sungai Durian Sub-district	49	Head of Labour Agency of Kotabaru District
50	Head of Regional Revenue, Financial and Assets Management Agency, Kota Baru District	57	Head of Regional Environmental Agency

51	Mitra Kita Shop, Tanah Grogot	58	BRI Tanah Grogot
52	Berkat Alam Shop, Tanah Grogot	59	Head of Provincial Plantation Agency of Banjarmasin
53	Head of Police Station of Kotabaru District	60	Head of Forestry Agency of South Kalimantan Province
54	Indonesian Oil Palm Entrepreneur Association (GAPKI) of South Kalimantan Branch	61	Labour Agency of Banjarmasin
55	Governor of Kalimantan Selatan Province	62	Head of Health Agency of South Kalimantan Province
56	Regional Executive Director of Indonesia Environmental Forum (WALHI) of South Kalimantan		

Annex 6. Abbreviation List	
APAR	: Fire Extinguisher Equipment
ANDAL	: Environmental Impact Assessment
B3	: Hazardous Material
BOD	: Biological oxygen demand
CD	: Community development
CPO	: Crude palm oil
CFA	: Comment for action
FFB	: Fresh Fruit Bunches
HCV	: High conservation value
HGU	: Land Use Rights
HPO	: Head Plantation Operation
IUP	: Plantation Business Permit
LNE	: Lanting estate
KER	: Kernel Extraction Rate
K3	: Occupational Health and Safety/OHS
OER	: Oil Extraction Rate
RDE	: Randi Estate
RKL	: Environmental Management Plan
RPL	: Environmental Monitoring Plan
SLE	: Selabak Estate
SLF	: Selabak Factory
SNE	: Sangkoh Estate
SPK	: Mutual Working Agreement
PSD	: Plantation Service department
PK	: Palm Kernel
PKB	: Collective Labour Agreement
POM	: Palm Oil Mill
POME	: <i>Palm oil mill effluent</i>
PSQM	: <i>Plantation Sustainable Quality Management</i>
P3K	: First Aid Kit